Getting Started with AFIS

Training Guide

Version 2.0

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About This Training Guide

Training Guide Description

This course provides an overview of the features and functionality of Arizona Financial Information System (AFIS) and the general navigation options in the application. Navigation skills include understanding the primary components of AFIS.

Included in the training is an overview of Chart of Accounts elements, budget, and workflow. Users will create and view documents, learn how to correct document errors, and review both inquiry and reference pages. Resources used to gain additional support in completing business tasks are also covered. Finally, users are presented an overview of Business Intelligence reporting.

This course is intended for all users of the new AFIS application. Users are given access to a training application, along with specific data necessary to complete online exercises.

Training Guide Objectives

In this training guide, you will:

- Examine AFIS features and functionality
- Identify navigation options and techniques
- Review reference tables and inquiry pages
- Explore the document management features
- Work with templates
- Examine the workflow and approval process
- Review the Business Intelligence reporting options

Terminology

Key terms and definitions used throughout this training guide are listed in Table 1.

Table 1: Terminology

Term	Description
Auto Complete	A feature which automatically predicts the remaining characters in a word or phrase based on what has been entered.
Batch Job	A program that is assigned to run without further user interaction. The program takes a set of data files as input, processes the data, and produces a set of output data files. This is termed as batch job or batch processing because the input data are collected into batches of files and are processed in jobs or batches by the program.

Business Intelligence	A combined reporting solution that provides a warehouse for AFIS data, tools to populate the warehouse efficiently, a toolset to access the data in the warehouse, and pre-defined folders that allow easy access to data in the warehouse.
Centralized Organizational Elements	Chart of Accounts (COA) elements controlled and maintained centrally, impacting all users.
Chart of Accounts	An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.
Copy	Feature that duplicates the document within the same Document Code.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing document into a new Document Type whose purpose is to reference or liquidate the source document.
Dashboard	An interactive user interface that organizes and presents information in a way that is easy to read.
Decentralized Organizational Elements	COA elements defined and maintained at the department level including the organizational Chart of Accounts elements below Department: Division, Group, Section, District, Branch, and Unit.
Department	One element in the AFIS Chart of Accounts structure. This element is associated with a State agency. In this document, unless otherwise defined, department and agency are interchangeable.
Document Catalog	A central location where documents can be generated and reviewed.
Document Phases	A point in time within the document processing lifecycle. Common document phases are Draft, Pending, Historical Final, and Final.
Documents	Electronic forms used to enter and record financial transactions and activities.
Favorites	A way to save frequently visited pages. The user can make any page a Favorite by right-clicking on the page, and selecting Add to Favorites from the mouse menu. Favorites are accessed via the Secondary Navigation Panel.
Grid	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
Hierarchy	A tree-type relationship among a series of Chart of Accounts elements where one element, a parent, is broken down into smaller components, called children. The hierarchy may be one that is structured within the application (Fund and Sub Fund) or implied through setup (Fund Category and Fund Class).
History	Displays the 10 more recently accessed documents/pages from the current session.
Home Page	The Home Page is the desktop of the application and contains two main navigation panels: Primary Navigation Panel and Secondary Navigation Panel.
Inferred Values	Values that are automatically populated based on previous entries in AFIS.

Inquiries	Display summary and detailed information from successfully processed documents, for viewing only.
Messages	Statements of communication that are issued when a document is validated or submitted. The message can be due to user error, a warning, or informational.
Page Code	Each page in AFIS has a name and a code. The name or code can be used for navigation using the Page Search and Jump to functionality.
Page Search	A command used to find and navigate to any page in the application.
Primary Navigation Panel	Contains static icons and links that enable a user to personalize their site, access online Help, logout, and search for a page via Page Code.
Reference Tables	Data is established on these pages that controls how the application functions and provides valid values (codes) for data entry. Some of these pages are updated by batch or document processing while others can be updated by users who have appropriate security authorization.
Roll-up	A grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use class, category, type, and group to roll information into higher levels of summarization.
Scalar	A detailed section for a single record on a table. The record selected in the grid has its information displayed in the Scalar section of the page.
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate through sections of a table. Documents include menus to navigate through sections and features of a document.
Wildcard	A character that can be used to represent one or many characters when completing a search in AFIS.
Workflow	An online routing and approval process.
Worklist	A list of documents that have been routed to a user for approval or for review after approval or rejection.
AFIS	Business management software that allows Arizona to use a system of integrated applications to manage its business functions. AFIS stands for Arizona Financial Information System.

LIST OF ACRONYMS

Table 2 lists the acronyms used in this training guide.

Table 2: List of Acronyms

Acronym	Definition
ACTVALRT	New Alert Broadcast
AFIS	Arizona Financial Information System
BFY	Budget Fiscal Year
BI	Business Intelligence
BSA	Balance Sheet Account

CAFR	Comprehensive Annual Financial Report
CBALSQ	Cash Balance Summary
COA	Chart of Accounts
CR	Cash Receipt
CSV	Comma-separated values
DCTRL	Document Control
DISBM	Disbursement Management inquiry page
FDT	Future Document Triggering
GAX	General Accounting Expenditure
GLM	Grant Lifecycle Management
JACTG	Accounting Journal
LDAP	Lightweight Directory Access Protocol
PEIA	Public Employees Insurance Agency
PO	Purchase Order
RE	Receivable
YTD	Year to Date

1. AFIS Features and Functionality

Learning Objectives

In this lesson, you will:

- Review the business areas within AFIS
- Identify the types of pages used in AFIS
- Identify Chart of Accounts elements
- Identify basic Budgetary Control structures

Lesson Overview

AFIS uses three types of system pages to set parameters and process transactions: reference, inquiry, and document pages.

This lesson provides a review of the types of pages in AFIS, identifies the Chart of Accounts features, and reviews basic Budgetary Control functions.

1.1. Business Areas

AFIS uses an approach to financial management that lets users control financial resources, while being responsive to the challenges of modern public finance. AFIS incorporates a variety of business areas (such as Budgeting, General and Cost Accounting, Fixed Assets, Accounts Payable, and Accounts Receivable). This results in a single, integrated system that addresses the key financial management processes needed to conduct State business. These business areas are described below.

Accounts Payable

Accounts Payable (AP) records and disburses payment for purchases of goods or services. Accounts Payable tends to be the final step in the purchasing chain of events, and includes the Disbursement and Check Writer process.

Accounts Receivable

Accounts Receivable (AR) is responsible for billing and collecting money owed to the State.

Budgetary Control

Budgetary Control allows for the tracking and controlling of the State’s budgeted expenditures and revenues, using budget structures and controls. It supports a wide range of budgetary business requirements.

Cost Accounting

Cost Accounting meets the State's Cost Accounting requirements related to tracking and controlling internal and external funding sources for tasks, projects, and grants. AFIS provides all of the functionality necessary for the management and prompt reimbursement of grant and project costs after the award of a grant. The Cost Accounting business area includes: (1) the Cost Allocation process, which allows a flexible, user-defined allocation of indirect costs or revenues; (2) the Internal Costing process used to track various types of non-expenditure costs, which may eventually be charged to accounting distributions.

Fixed Assets

Fixed Assets enables organizations to manage and control the State's fixed assets throughout the asset life cycle.

General Accounting

General Accounting consists of a collection of many parts of the application that encompasses many sub functional areas including: manual journal entries, payments without a commodity, expenditure accruals and clearings, recording payroll, configurable accounting setup, adjusting entries, journals and ledgers for online inquiry and reporting needs, balance sheet account balances, cash and fund control, as well as Comprehensive Annual Financial Report (CAFR) reporting.

Grant Lifecycle Management

Grant Lifecycle Management (GLM) provides a global view of grant opportunities, potential grant revenue, and grants status.

Travel and Expense Management

Travel and Expense Management allows users to submit, approve, and track travel-related documents.

Treasury Accounting

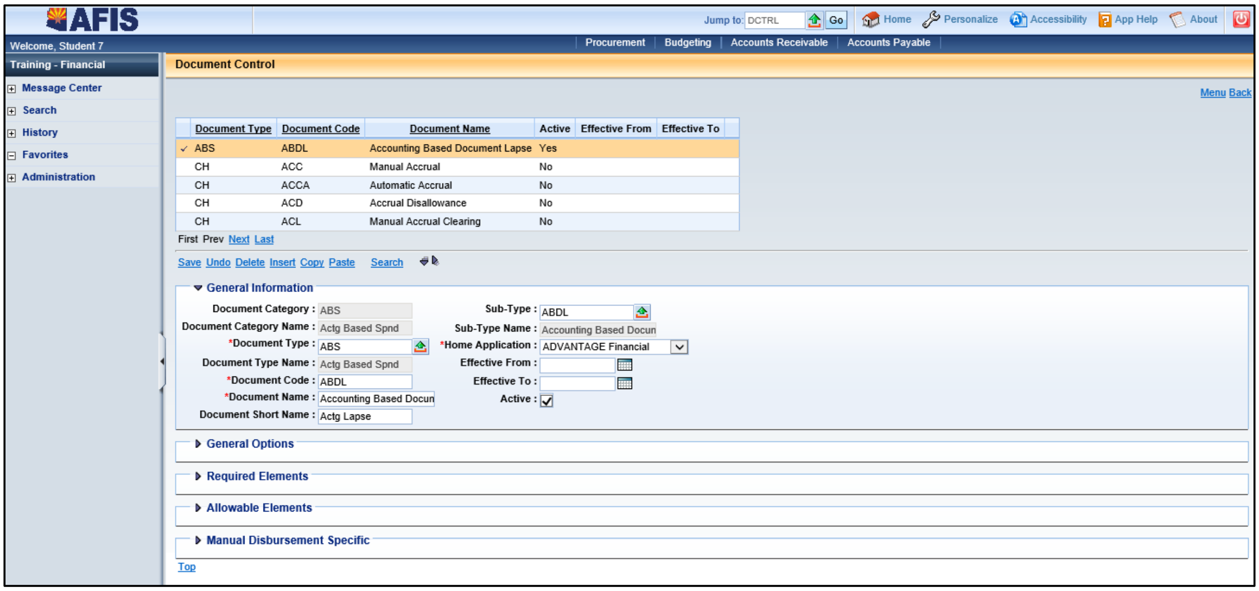
Treasury Accounting allows managers to maximize the earning potential of each dollar invested, both short-term and long-term. AFIS includes cash management functionality, and covers a range of activities including: EFT, ACH, reversals, and stale-dated checks.

1.2. Page Types

Pages in AFIS are referred by the Page Description and the Page Code. AFIS uses a Web interface to display application pages, which are described below.

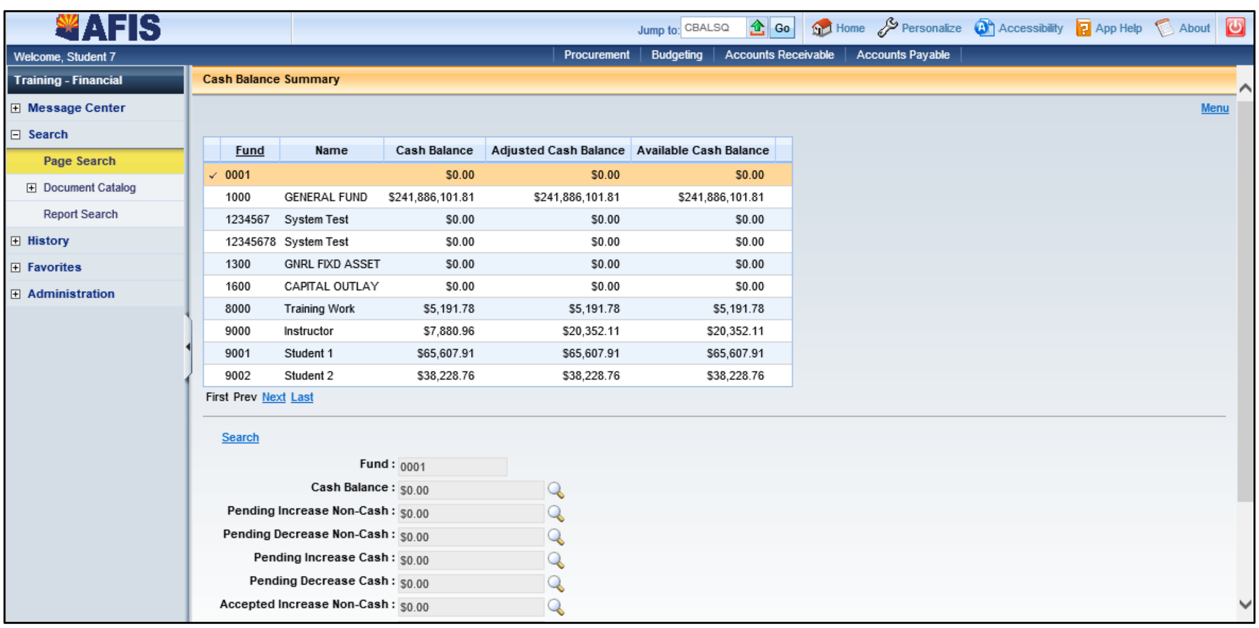
Reference Table

Some reference tables include tables that can be updated by users who have appropriate security authorization. Other reference tables are system-maintained and are updated by the system through document updates or offline processes. Updates to reference tables do not route for approval using a workflow. Reference tables are used to define document processing rules, system options, security, batch defaults, and valid values (often called codes) that can be used on documents, as well as other user-maintained pages. For example, the Document Control (DCTRL) table is used to set general document processing rules for all documents in AFIS.



Inquiry Page

Inquiry pages display summary and detailed information from system-maintained reference tables. These pages are used for viewing and generally cannot be used to modify data nor can they be routed for approval using workflow. For example, the Cash Balance Summary (CBALSQ) displays current balances for cash tracking amounts for a Fund.



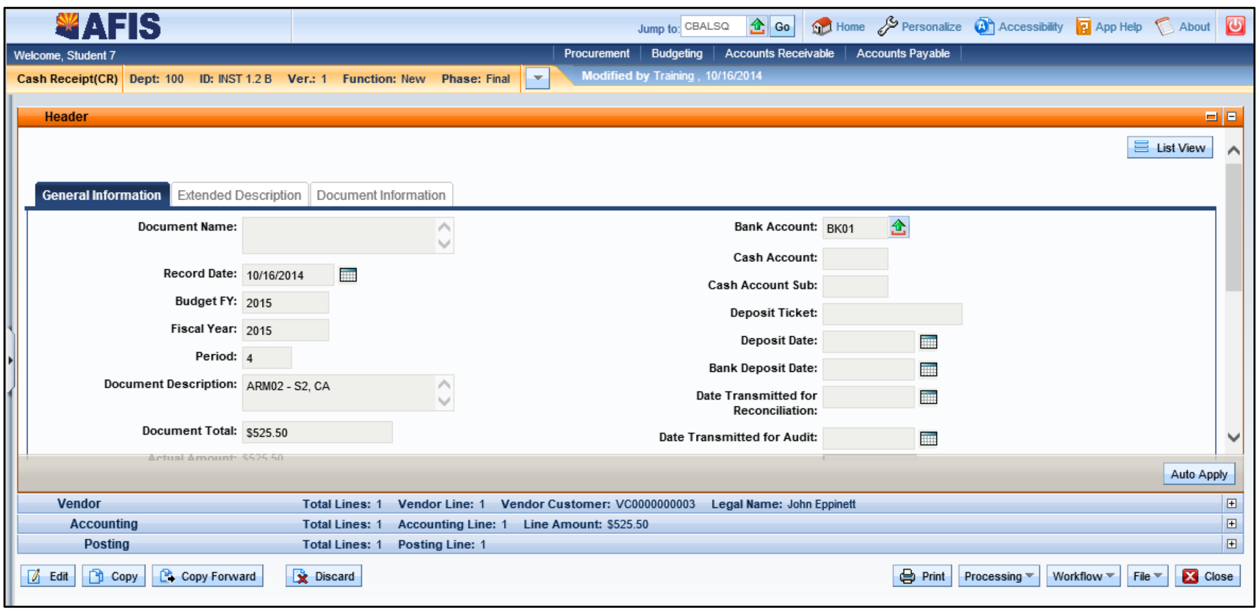
A few inquiry pages allow for minimal fields to be entered. For example, the Disbursement Management (DISBM) inquiry page can be used to put payments on hold.

Documents

Documents are used to record financial information and administrative events into AFIS. Documents collect information into a single form, designed to ease data entry as well as to consolidate pertinent information for future approval and query purposes.

Documents are viewed and maintained through the Document Catalog, which displays recent activity for documents and provides access to all documents in AFIS. Full versions of documents are stored on the Document Catalog table for a complete audit trail as a document is modified or canceled over time. Incomplete documents can be saved and completed at a later time.

For example, the Cash Receipt (CR) document enables users to record the receipt of funds.



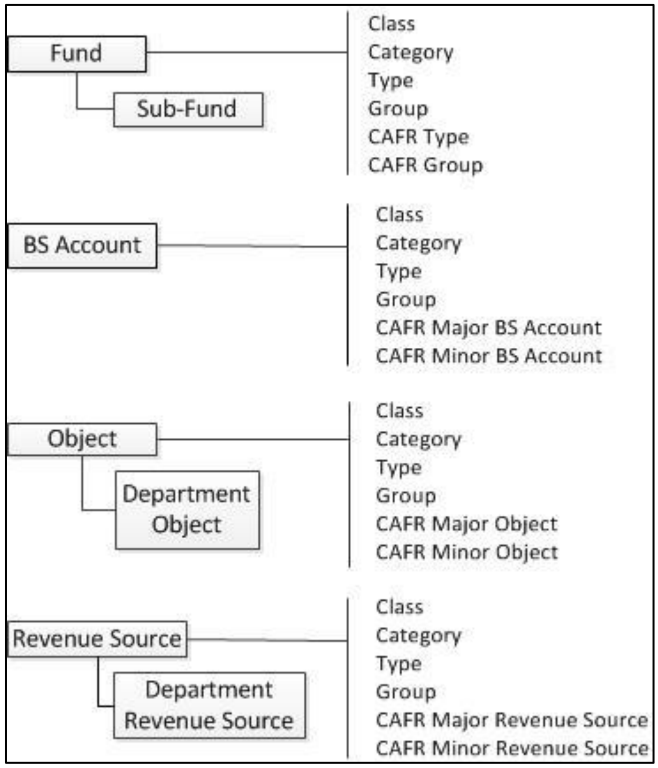
1.3. Chart of Accounts Elements

The Chart of Accounts (COA) is a group of codes that is entered on all financial transactions. The COA is a key component of AFIS and is comprised of a set of reference tables that are used to validate the codes entered on system transactions. The COA meets the centralized need to provide a uniform set of codes that standardize the recognition of expense, revenue, and balance sheet transactions across the State, as well as the decentralized need for distinct organizations within the State to maintain autonomy and meet their own business tracking, reporting, and budgeting needs.

Hierarchies and Roll-ups

Hierarchies represent a relationship among a series of COA elements, where one element, a parent, is broken down into smaller components, called children. Roll-ups allow a grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use Class, Category, Type, and Group to roll information into higher levels of summarization. Figure 1 outlines the Chart of Accounts elements with their corresponding roll ups.

Figure 1: Chart of Accounts Elements with Roll Ups



The number of levels implemented in each hierarchy is dependent upon online and offline reporting needs. Most COA elements (except organizational elements) use the hierarchical elements of Class, Category, Group, and Type. Some elements, such as Fund, Object, Revenue Source, Balance Sheet Account (BSA), and Activity, have additional roll-ups that can be used for compiling the Comprehensive Annual Financial Report (CAFR). These CAFR roll-ups are optional, and any of the other four (Class, Category, Group, or Type) can be used for CAFR reporting.

Regardless of whether a user enters a code directly on a transaction or it is populated by an inferred value, AFIS obtains all roll-ups associated with the code from the appropriate reference page. Typically, AFIS infers roll-up values and they are rarely viewed within the document. The code is stored on the accounting line, posting line and journal records for historical and reporting purposes. All of the roll-up codes may not be viewable on a document in the accounting line or posting line, but they are viewable in a journal, such as the Accounting Journal (JACTG).

Centralized and Decentralized Elements

Centralized accounting elements are controlled and maintained centrally, Decentralized elements are defined and maintained at the department level. AFIS Chart of Accounts meets both these centralized and decentralized needs with five types of COA elements: Fund Accounting codes, Organization codes, Budgetary codes, Cost Accounting codes, and other codes.

Fund Accounting Elements

Fund accounting reflects measures concerning funds and general ledger accounts. There are four elements that must be defined for fund accounting to work properly: Fund, Balance Sheet Account, Object, and Revenue. These four elements enable each fund to have a self-balancing set of accounts sufficient to capture all the reported attributes of a portion of the State's activities and resources.

Organizational Elements

AFIS includes elements reflecting the organization for Centralized and Decentralized needs. The primary Organizational Structure Element is Department. Cabinet and Government Branch are roll-ups of Department. These three levels create the Centralized Organizational Structure. Additionally, Unit is the lowest level of the Organizational Structure. The optional organizational levels between Department and Unit include: Division, Group, Section, District, and Bureau. Users enter Department and Unit on documents, and the additional levels are inferred.

Budget Elements

Budget elements consist of Appropriation Category, Appropriation Unit, Fund Group, Fund, Budget Fiscal year and other organizational elements.

Cost Accounting Elements

AFIS Cost Accounting elements include: Major Program, Program, Phase, Program Period Code, and Funding Profile. Cost Accounting elements are keyed by department and approved centrally.

Other Elements

AFIS provides other elements for reporting and tracking transactions across different funds and organizations to view how funds have been collected or spent for a certain measure. The programmatic elements are: Location, Activity, Function, Task, Sub Task and Task Order. These additional elements allow you to indicate more details about the transaction.

1.4. Budget Control Overview

Budget levels are the framework on which budget lines are created and maintained. Budget structures exist for Appropriation Controls, Department Budgets, Revenue Budgets, Grants, and Projects. Budget structures in AFIS work independently; therefore, a Department budget(s) does not have to sum up to the relative Appropriation Control budget. Budget controls differ from this process in that when a transaction is edited for budget availability the transaction will reject if the budget is not available at the Appropriation Control level.

Each budget structure has an associated document code. Each budget document allows the addition of new budget lines as well as modifications, deactivations, reactivations, and deletion of existing budget lines within a particular budget structure.

There are eleven budget structures that are active in AFIS.

- Budget Structure 37 – Program Phase Expense
- Budget Structure 38 – Program Period Expense
- Budget Structure 39 – Program Period Reimbursement
- Budget Structure 40 – Program Phase Reimbursement
- Budget Structure 90 – Appropriation Control
- Budget Structure 91 – Department Expense – Department Object Group
- Budget Structure 92 – Department Expense – District
- Budget Structure 93 – Department Expense – Division
- Budget Structure 94 – Department Revenue Source
- Budget Structure 95 – Department Expense – Unit
- Budget Structure 96 – Program Period Award

Every budget structure has a different inquiry page for each budget level within the structure. The information displayed on the budget inquiry pages includes the following budget tracking amounts.

Expense Budget Structures (Central and Department):

- **Expense Actuals** – Amounts for Pre-encumbered, Encumbered, Accrued Expenses, Cash Expenses, Uncommitted, Unobligated, etc.
- **Budgeted Amounts** – Such as Adopted, Amended, Allocated, Transfers In, Transfers Out, Original Budget, Current Budget, Total Allotted, Year to Date (YTD) Allotments, etc.

Revenue Budget Structures (Central and Department):

- **Revenue Actuals** – Billed Earned Revenue, Collected Earned Revenue, Collected Unearned/Deferred Revenue, Total Revenue, Unrecognized Revenue, etc.
- **Budgeted Amounts** – Adopted, Amended, Allocated, Transfers In, Transfers Out, Original Budget, Current Budget, etc.

Grants and Projects budget structures display a combination of the Expense Actuals, Revenue Actuals, and Budgeted Amounts listed above.

Each inquiry page provides drill down capability that opens a window where documents which have updated the selected budget bucket are listed. Each record has a link to open the document. The page also provides a download action to create an Excel file of all documents for the budget amount being investigated, which can then be saved locally.

Budget Structures in AFIS

Table 3 below provides a list of key Chart of Accounts elements used in the Central and Department budget structures.

Table 3: COA Elements Used in Budget Structures

AFIS COA Elements
Budget Fiscal Year (BFY)
Fund Group
Department
Unit
Appropriation Category
Object
Revenue Source
Department Revenue Source
Fiscal Year
Accounting Period (APD)

Lesson Summary

In this lesson, you:

- Reviewed the business areas within AFIS
- Identified the types of pages used in AFIS
- Identified Chart of Accounts elements
- Identified basic Budgetary Control structures

Check Your Progress

1. Which pages are used to define document processing rules?
   a. Documents
   b. Reference Pages
   c. Inquiry Pages
2. Which type of page can be routed to workflow for approval?
   a. Documents
   b. Reference Pages
   c. Inquiry Pages
3. On which type of page is data entry generally not allowed (generally viewing only)?
   a. Documents
   b. Reference Pages
   c. Inquiry Pages
4. Financial transactions and budget transactions use different COA elements.
   a. True
   b. False
5. Budgets are used to control spending so that it does not exceed pre-defined limits.
   a. True
   b. False
6. The Roll Up (Hierarchical) COA elements in AFIS are required when processing a transaction.
   a. True
   b. False

2. Navigating in AFIS

Learning Objectives

In this lesson, you will:

- Access AFIS and review the Home page
- Navigate AFIS using the Primary and Secondary Navigation Panels
- Access the online Help system
- Access the document/page History
- Personalize the Home Page and Favorites

Lesson Overview

AFIS includes navigation panels to help you access information in the system. In this lesson, users will learn how to access and move through AFIS. Users will also learn specific navigation techniques and terminology and how to access the online Help system.

2.1. Accessing AFIS

AFIS is accessed via a web browser directed to the web portal login and users must have an active AFIS account to gain access.

ACTIVITY 2.1
Log into AFIS

Scenario

You have an active AFIS account and are ready to log into AFIS.

Setup

- ✓ User has internet access and a compatible web browser (Internet Explorer).
- ✓ Popup Blocker is disabled.
- ✓ User has an ID and password provided only for training (training ID).

Steps

A. Open Internet Explorer and browse to the AFIS portal homepage.

1. Open Internet Explorer.
2. In the URL field at the top of the broswer, enter the address for the AFIS website: http://finance.az.gov/webapp/FINTRNGa/Advantage
3. Press the **Enter** key. The AFIS Login page opens.

Note: At this point, create a shortcut to the homepage on the desktop by right-clicking anywhere on the page and selecting Create Shortcut. This will quickly launch the application from the desktop.

B. Log into the AFIS training environment.

1. In the **User ID** field, enter **the data from *your student data card***.
2. In the **Password** field, enter **the data from *your student data card***.
3. Click the **Login** button. The AFIS training environment opens to the AFIS Home page.

Note: This activity is for accessing the training environment for classroom training. After AFIS goes live, a different URL and ID will be used.

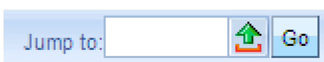
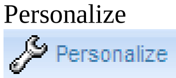
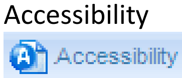
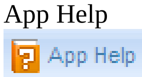
2.2. Home Page and Navigation Panels

The AFIS Home page is the first page displayed when users log into the system. The Home page contains two major navigation panels: the Primary Navigation Panel located at the top and the Secondary Navigation Panel located on the left. Navigating to pages in AFIS will display them in the Main Content Pane.

Primary Navigation Panel

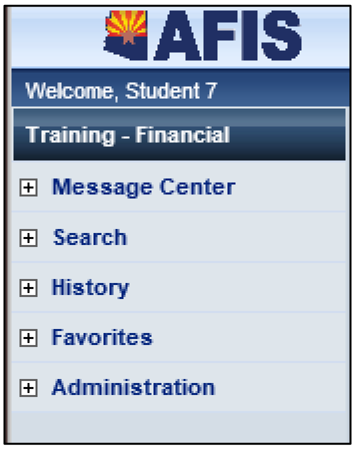
The Primary Navigation Panel is located at the top right of the Home page and contains icons and links, identified in Table 4 below, that enable access to pages and information in AFIS.

Table 4: Elements of the Primary Navigation Panel

Jump to 	Use this field to quickly navigate to most pages in AFIS by entering the Page Code and clicking Go. Entering the Page Code for a table or inquiry will display that page. Entering the Document Code for a document will open the Document Catalog.
Home 	Click the Home icon to return to the Home page.
Personalize 	Click the Personalize icon to open the Personalization window. From the Personalization window users can modify the Home page or Favorites.
Accessibility 	Click the Accessibility icon to open the online help system in a format that is 508 and w3c Compliant. Section 508 of the Rehabilitation Act Amendments requires US Federal agencies to ensure that the information technology allows Federal employees with disabilities to use information and data that is comparable to information and data used by Federal employees who are not individuals with disabilities. The w3c guidelines explain how to make Web content accessible to people with disabilities.
App Help 	Click the App Help icon to open the online help system.
About 	Click the About icon to view version information for the software.
Logout 	Click the Logout icon to log out of AFIS.

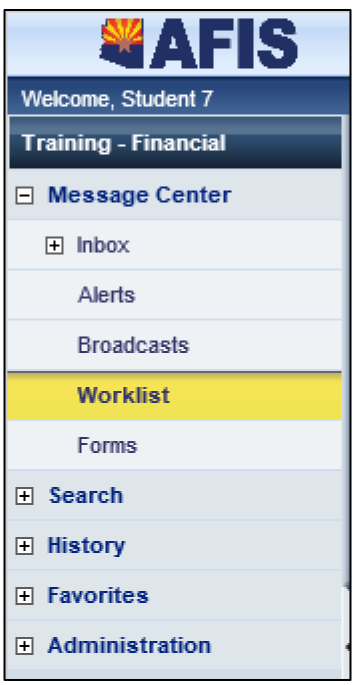
Secondary Navigation Panel

The Secondary Navigation Panel appears on the left side of the window. Unlike the Primary Navigation Panel's icons and links, which remain visible at all times, the menus that appear in the Secondary Navigation Panel change depending on what type of page is displayed. The menu options enable access to the following functions in AFIS:



Message Center

The Message Center allows users to access their Worklist.



Worklist

A Worklist is a listing of all documents assigned to users for action or to any of the assigned workflow roles. Documents requiring approval are routed to the user's Worklist. In addition to the personal Worklist, Worklists for each approval role granted are also viewable.

The Worklist page opens displaying work items. The user's full name is displayed in the Select Worklist field. Additional workflow roles are displayed in the Select Worklist drop-down menu. Selecting a workflow role from the Select Worklist drop-down menu displays all of the work items that have been assigned to the role.

Search

The Search feature enables users to browse documents and pages by specifying certain criteria. When entering search criteria, text can be typed in upper or lower case (all text is automatically converted to upper case for the search parameter). Entering an exact value (name, date, description, etc.) in a field limits the search results.

Commas can be used to provide multiple search criteria. For data that contains commas, enclose the search criteria within single quotes. For example, enter 'Construction, Inc.' in the Vendor field in order for the criteria to be treated as one entry.

A wildcard is a character that can be used to represent one or many characters when specifying search criteria in AFIS. Range characters can be used to narrow search results. Wildcard and Range characters are shown in Table 5.

Table 5: Wildcard and Range Characters

Wildcard/Range Characters	Example
Asterisk (*)	If 01* is entered, the system returns all records that begin with 01. The asterisk can be entered at the beginning, middle, or end of the search criteria.
Colon (:)	If 10/1/2013 : 10/15/2013 is entered in the **Create Date** field on the Document Catalog, all documents created on or after 10/1/2013 and on or before 10/15/2013 are returned in the search.
Greater Than (>)	If > 10/15/2013 is entered in the **Create Date** field on the Document Catalog, all documents created after October 15, 2013 are returned in the search.
Greater Than or Equal To (>=)	Adding the equal sign after the greater than symbol (>=) results in documents created on or after October 15, 2013 being returned in the search.

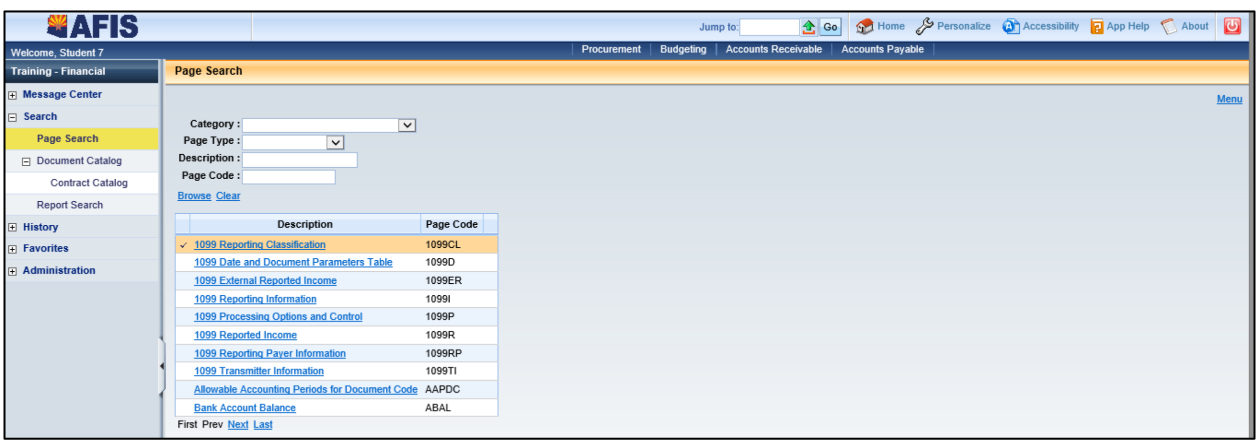
Less Than Sign (<)	If < 1/15/2012 is entered in the **Create Date** field on the Document Catalog, all documents created before January 15, 2012 are returned in the search.
Less Than or Equal To (<=)	Adding the equal sign after the less than symbol (<=) results in documents created on or before January 15, 2012 being returned in the search.

Page Search

Page Search provides access to all inquiries, tables, and documents. Inquiries are the most commonly used function for Page Search. Entering information into multiple fields will narrow down the results that are returned, the following fields are available:

- **Category** – Drop-down menu that indicates which functional grouping a page belongs to
- **Page Type** – Drop-down menu used to select one of the three different page types (Documents, Reference tables, or Inquiries)
- **Description** – Enables the user to enter all or part of the name of a page
- **Page Code** – Enables the user to enter the page code assigned to a page

Users may enter wildcards (*) for partial values. The wildcard character (*) can be placed before, after, or anywhere in between a word or code to expand information returned in the search. After entering search criteria, click **Browse** to display the results.

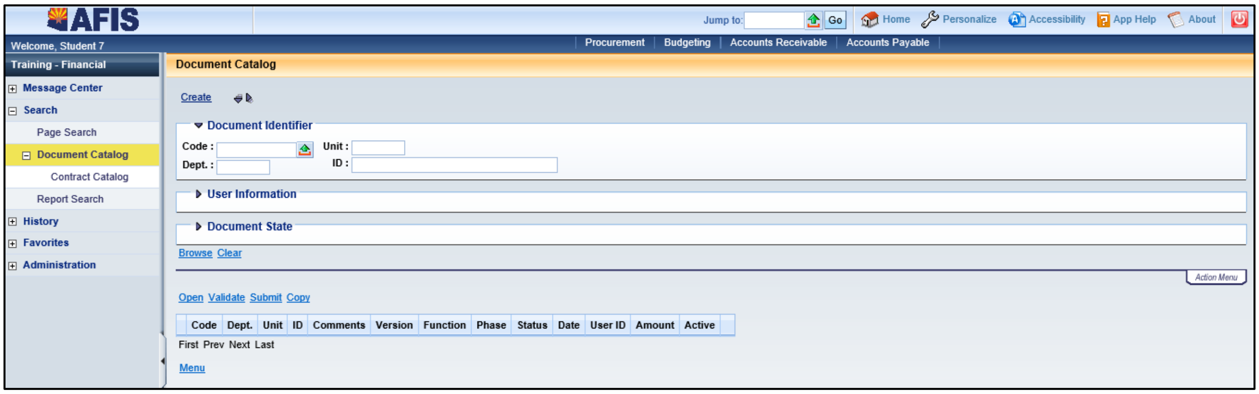


Document Catalog

The Document Catalog provides access to all documents in AFIS and allows users to create new documents. Enter information in any of the following areas:

- **Document Identifier** – Enter the specific document Code, Dept, Unit or ID
- **User Information** – Enter the Create User ID, or Create Date
- **Document State** – Enter the Function, Phase, or Status of the document

After entering search criteria, click **Browse** to display the results in the grid at the bottom of the page.



Users can create a new document from the Document Catalog by clicking **Create** at the top of the page. Enter information in the following areas:

- **Document Identifier** – Enter the specific document Code, Dept, Unit, and ID (not required if using Auto Numbering)
- **Other Options** – Select the checkbox for Auto Numbering (if the document allows AFIS to assign the document ID number) or Create Template (if the document will be a template for future documents)

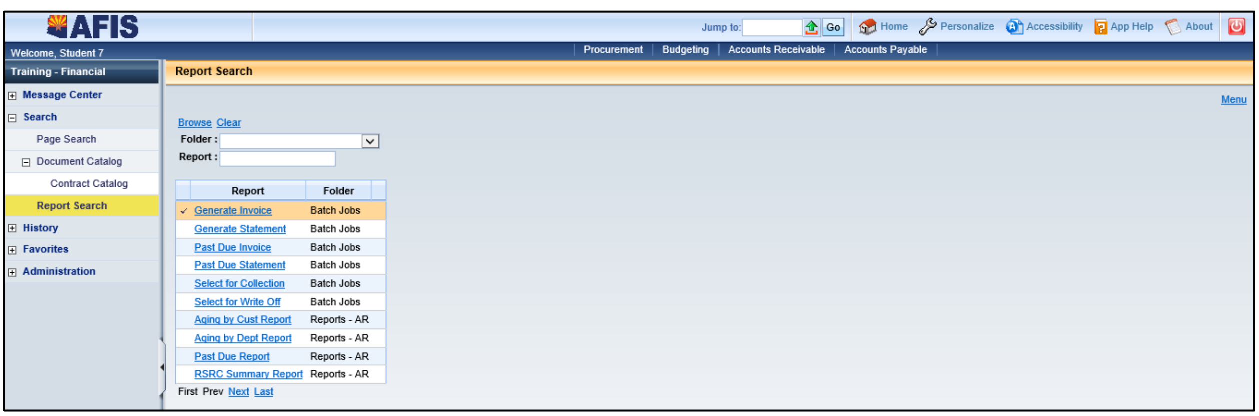
After the document information is entered, click **Create** to open the new document in Draft phase.

Contract Catalog

Users can search for existing contracts or create new contracts using the Contract Catalog.

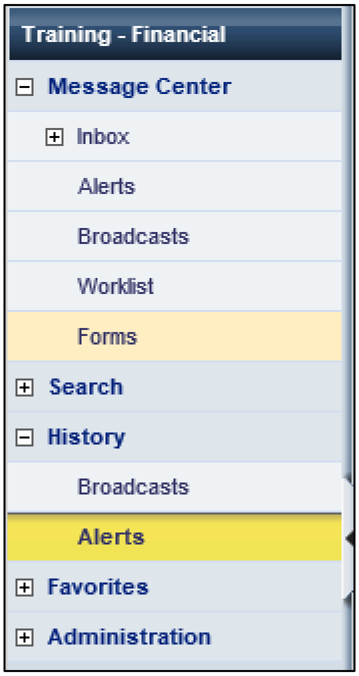
Report Search

Click **Search**, and then **Report Search**, to search for and open any report in AFIS. Select the Folder or enter the Report name in the search criteria fields and then click **Browse**.



History

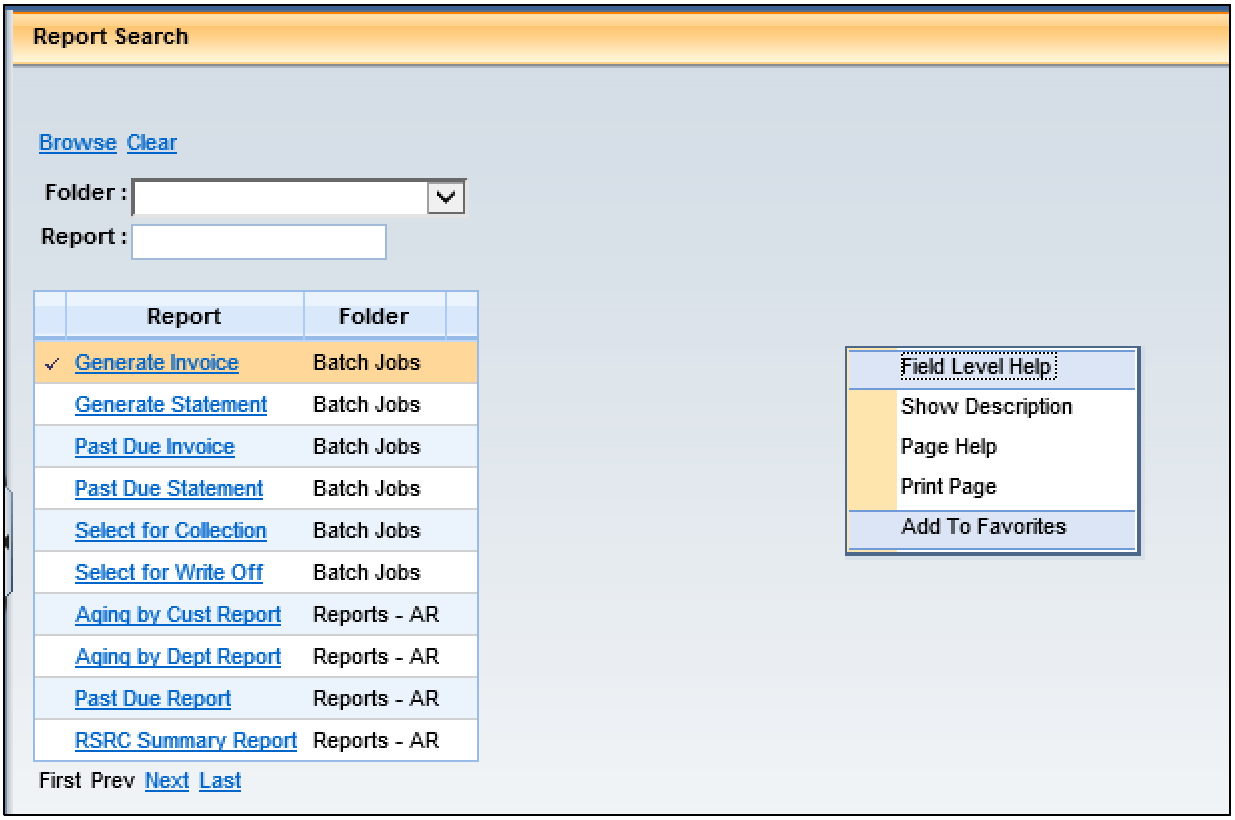
AFIS keeps track of the 10 most recent documents or pages accessed during a session. To return to a recently accessed page, select **History**, and then select the page name from the Secondary Navigation Panel. The pages are listed in the order they were accessed, starting with the most recent page listed at the top. To refresh the listing of pages in the History folder, simply collapse and re-expand the History group by clicking the **expand/collapse** button.



Favorites

Once a page in AFIS has been added to the favorites list it will appear under Favorites in the Secondary Navigation Panel. The steps to add a page to Favorites are different for documents and pages. To add a document to Favorites, open the document, and click **Add to Favorites** in the Document Menu at the top center of the document.

To add a reference table or inquiry page to Favorites, open the table or page, right-click anywhere on the page, and click **Add to Favorites**.



After clicking Add to Favorites, a pop-up window appears allowing users to enter a customized name for the Favorites list to display. The name entered should help identify the page. After selecting **OK**, an information message is displayed indicating that the page has been successfully added to the Favorites list.

Users can modify their Favorites list on the Personalization page. The Personalization page is a separate page that opens in a new window with personal Secondary Navigation Panel options. Use the Personalization options to modify or delete existing Favorites.

Activity 2.2

Navigate in AFIS

Scenario

You are ready to practice navigating in the system. Review each of the commands on the Primary and Secondary Navigation Panels. Search for a page and search for a document.

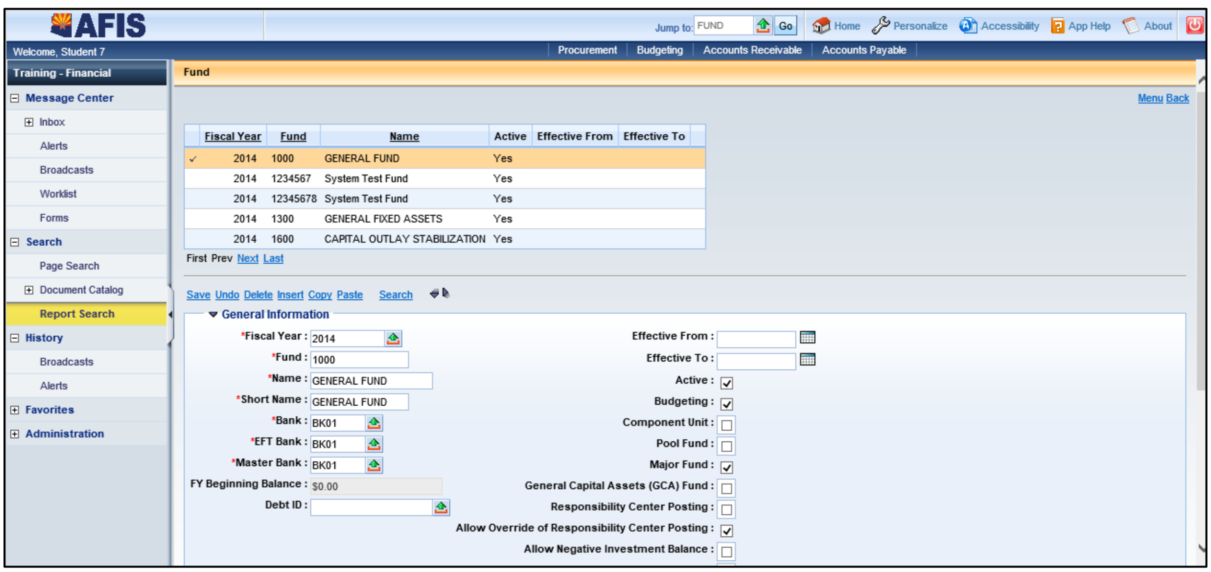
Setup

✓ User is logged into the system and is at the AFIS Home Page.

Steps

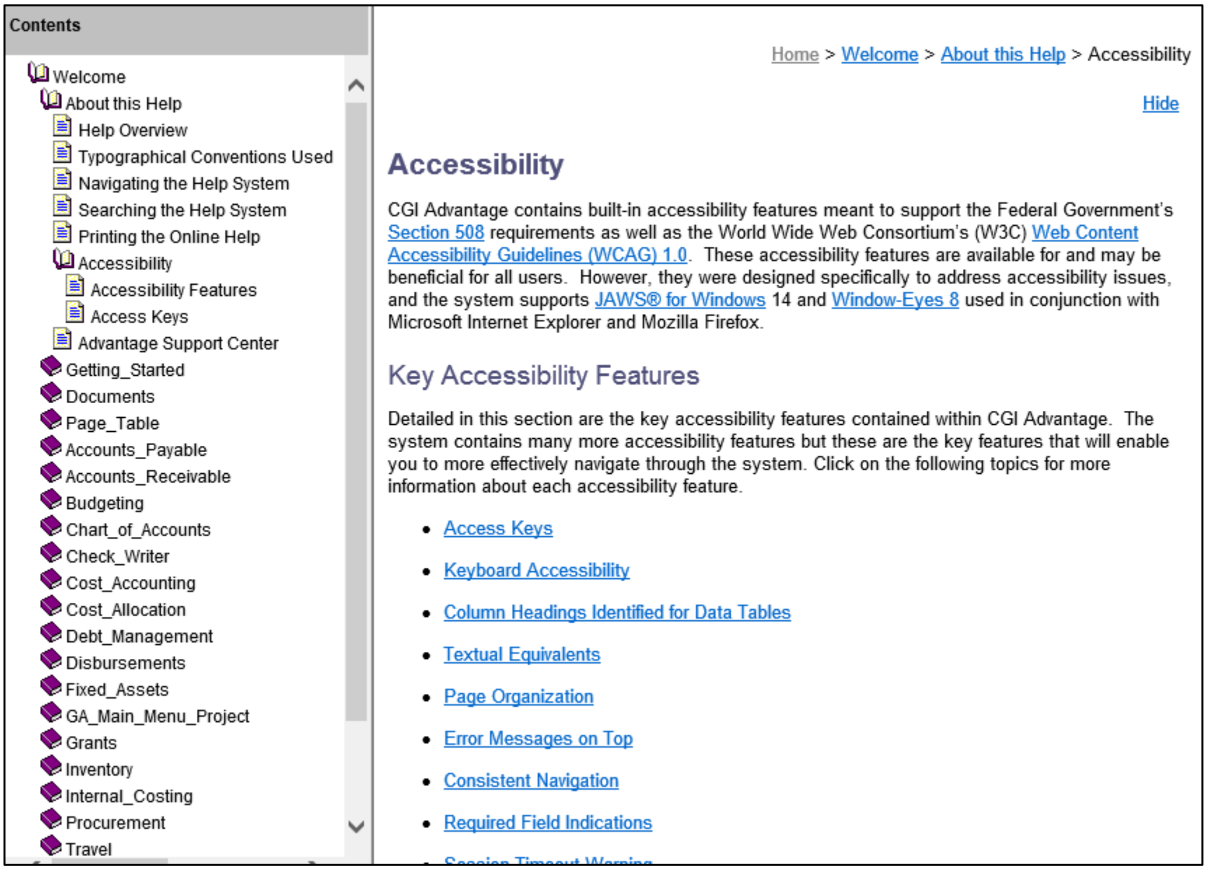
A. Navigate in AFIS, using the Primary Navigation Panel.

1. In the Primary Navigation Panel, in the Jump to field, enter ***FUND***.
2. Click **Go** or **Enter**. The Fund table opens.



3. Click **Home**. The Home Page opens again.

4. Click **Accessibility**. The Online Help window opens to the Accessibility page.

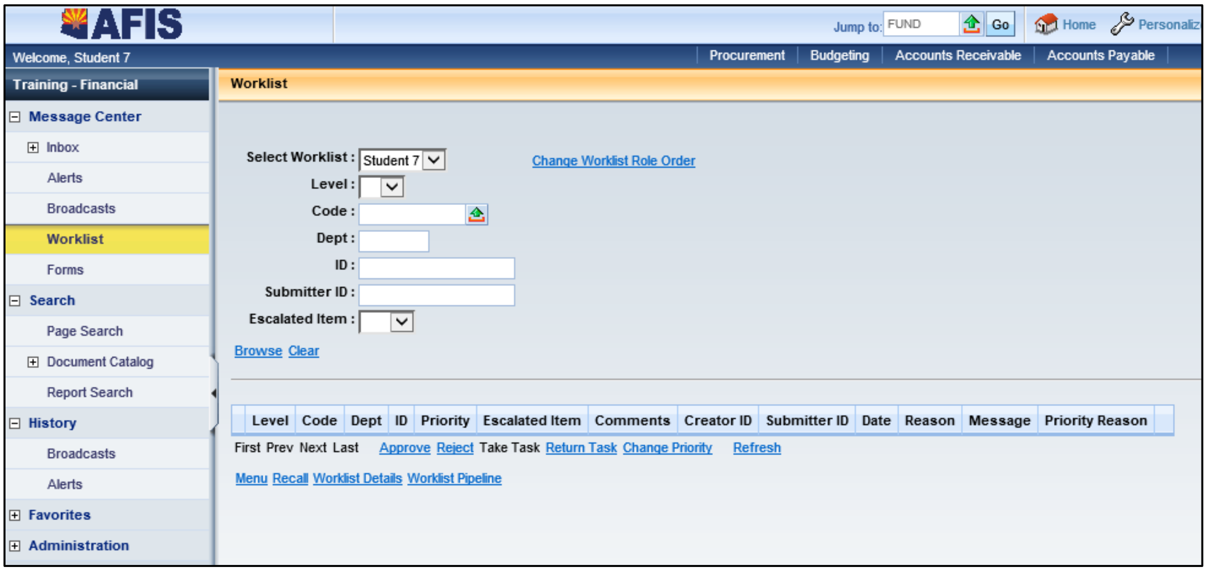


5. Close the Online Help window.
6. Click **About**. The Software Version information window is displayed.
7. Click **Close** to close the pop-up window.

B. Navigate in AFIS, using the Secondary Navigation Panel.

1. In the Secondary Navigation Panel, click **Message Center** to expand the options.

2. Click **Worklist** to view the Worklist for the training ID.



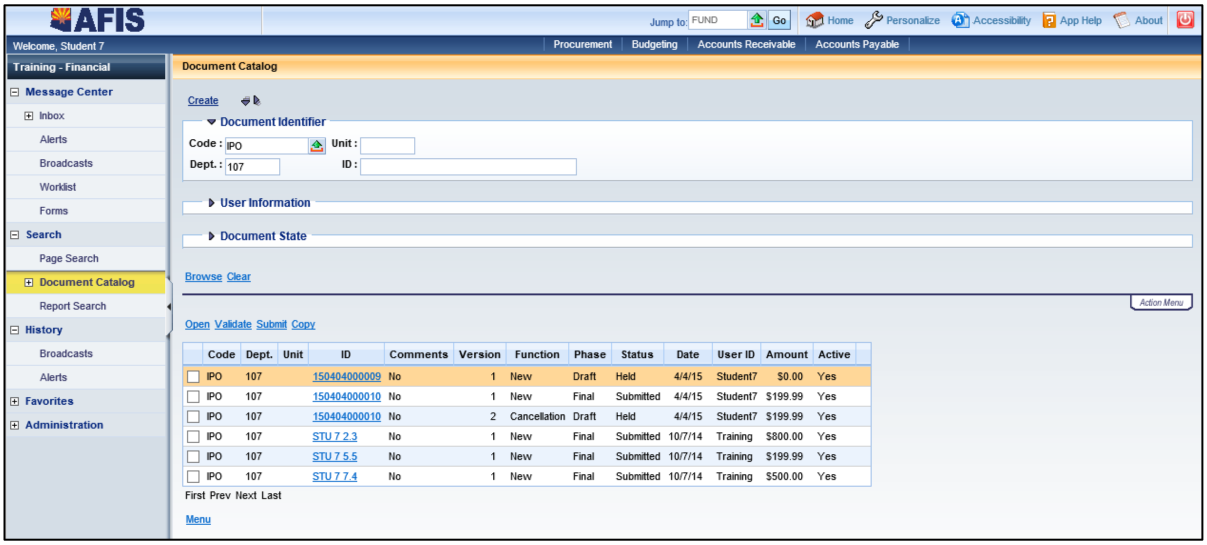
C. From the Secondary Navigation Panel, search for the Fund page.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Page Search**.
3. In the **Page Code** field, enter ***FUND***.
4. Click the **Enter** or **Browse**.
5. Click the Fund link and review the page.

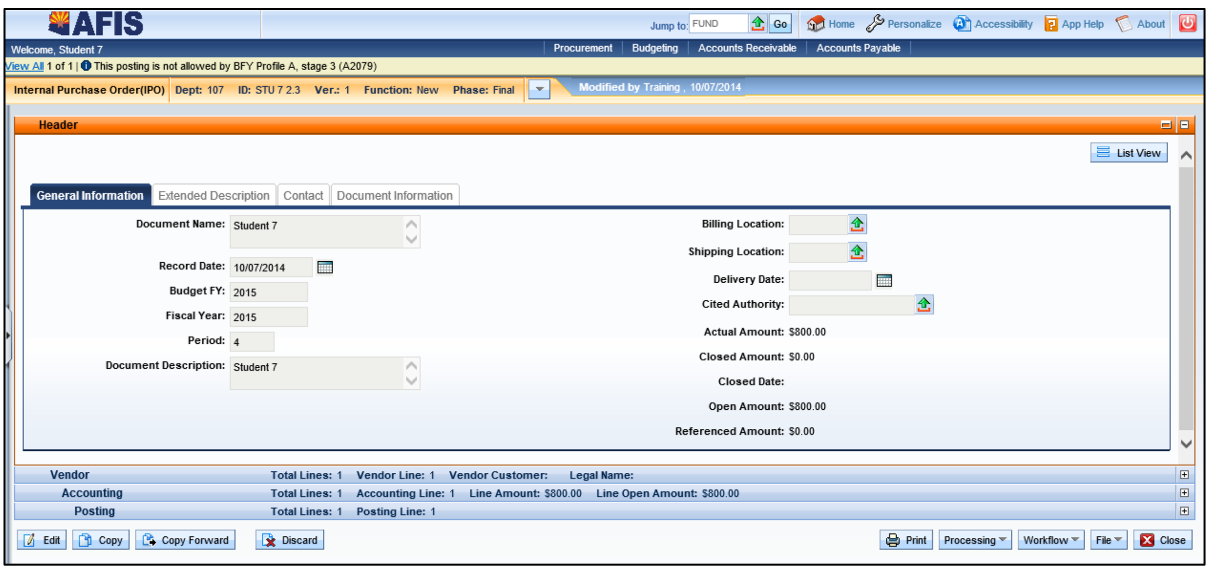
D. Search for a document.

1. On the Secondary Navigation Panel, click **Document Catalog**.
2. In the **Code** field, enter ***IPO***.
3. In the **Dept** field, enter **the data from *your student data card.***

4. Click **Browse**.



5. In the search results, click **the data from *your student data card***.



***Note**: Do not close the document. The next activity will start at this point.*

2.3. Navigation Tools

The pages in AFIS will display in the Main Content pane. On a page users will see various options, buttons, fields and links that are used to interact with that page. Understanding these features will assist in performing tasks efficiently and accurately.

Navigation Features

Table 6 lists commonly used navigation features.

Table 6: Navigation Tools

Navigation Feature	Behavior
Action Menu	Provides users with a menu of available actions that can be performed on that page.
Calendar Tool	Available for selecting dates or date ranges from an interactive calendar.
Check Box	Used to indicate whether the condition is on (checked) or off (unchecked).
Close Window	This button is located at the top right corner of a window and closes the window when selected.
Document Menu	Provides a menu of available commands that can be performed on the document or using the document.
Drop-down List	Provides a list of items available for selection.
Expand All/Collapse All	Selecting the downward arrow expands all collapsed sections on the Page. Selecting the sideways arrow collapses all expanded sections on the Page.
Maximize and Restore Toggle	These toggle buttons are located at the top right corner of a window. When the Maximize button is selected, the window expands to fill the screen and the button toggles to the Restore Down button. When the Restore Down button is selected, the window returns to its original size.
Minimize	This button is located at the top right corner of a window. When selected, the window closes and an icon is placed in the Task Bar on the Desktop. To re-open the minimized window, select the icon in the Task Bar.
Navigation Links/Buttons	Navigation links/buttons are used when a document or table has more lines than can be displayed at once. When the links are underlined or the buttons are enabled, there are more records on the page that are not in view. Use these navigation links to page through the additional records.
PickList	Opens a page to provide a picklist of items to search and select.
Quick Switch	This button is located in the summary bar of documents with more than one of a section line. When the button is selected, the Quick Select Row page opens, allowing the user to select another row in the document.

Activity 2.3

Practice Using Navigation Features in AFIS

Scenario

Now that you have opened a document in the last activity, practice using some of the navigation features.

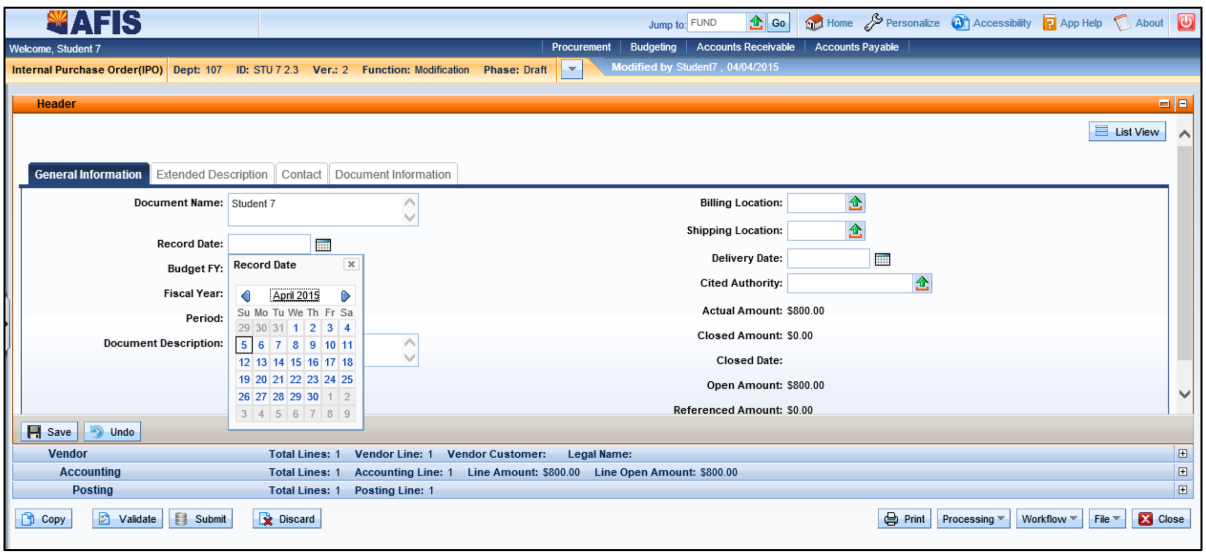
Setup

✓ User is logged into the AFIS and has a Cash Receipt (CR) document open.

Steps

A. Edit the document and view the document menu.

1. Click **Edit** in the bottom left of the page.
2. Click the **Calendar** button next to the Record Date field.
3. Click the date a week from today on the calendar. The date populates in the field.

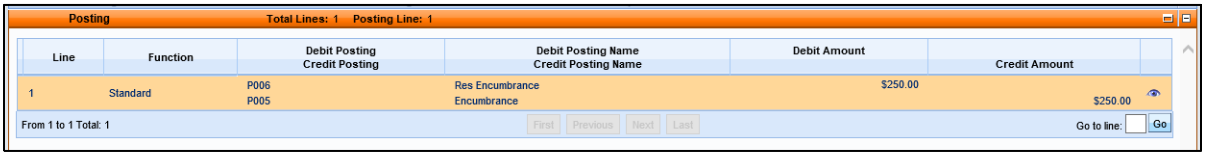


B. Navigate to the Accounting component of the document.

1. In the **Line Amount** field, change the amount from ***$800*** to ***$550***.
2. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

C. Navigate to the **Posting** component of the document.

1. Review the posting pairs generated.



Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	P006 P005	Res Encumbrance Encumbrance	$250.00	$250.00

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

2.4. Using Application Help

The Application Help (App Help) icon on the Primary Navigation Panel opens the online support documentation for AFIS in a separate window. The Online Help window has its own navigation panel on the left which includes a Table of Contents and a Search feature. Once a topic is selected in the Table of Contents, the article will display in the Main Content Pane. Some articles may contain links to other related articles for reference.

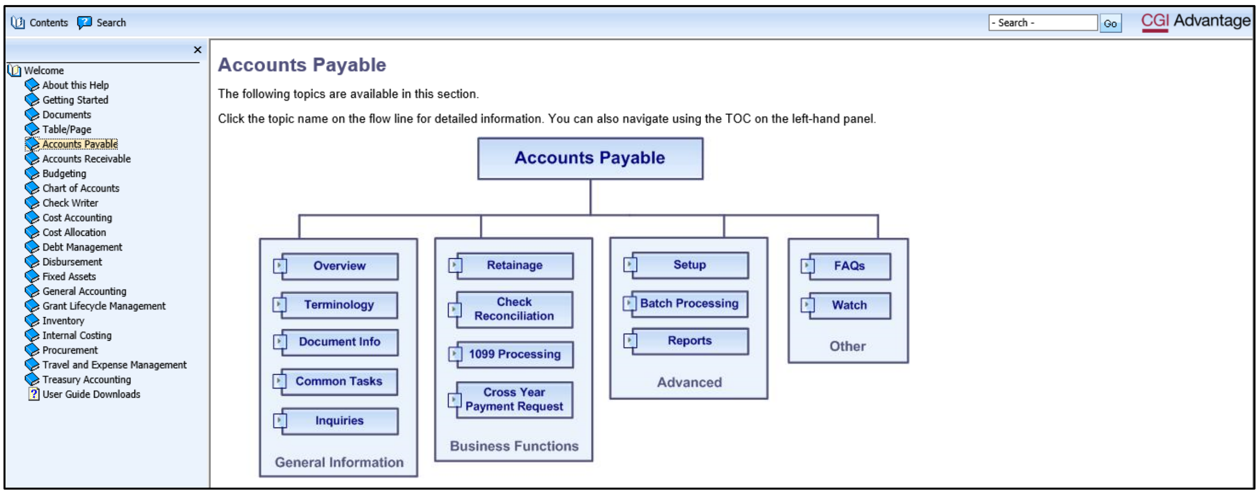
Online Help Contents

With Contents selected, clicking the Welcome link will expand it to display a list of help topics. These help topics contain further expandable links to information on each topic. The help contents include:

- About this Help
- Getting Started
- Documents
- Table/Page
- Functional areas: Accounts Payable, Accounts Receivable, Budgeting, Chart of Accounts, Check Writer, Cost Accounting, Cost Allocation, Debt Management, Disbursement, Fixed Assets, General Accounting, Grant Lifecycle Management, and Treasury Accounting
- User Guide Downloads (PDF version of the online User Guides): Overview, Business Area, Run Sheets and System Administration

Clicking a topic area, for example Accounts Payable, further expands and displays the subtopics. A corresponding page opens on the right, with each click in the left column. Within each topic area, the following information may be included.

- Business Area Overview
- Common Terminology
- Document Information
- Common Business Tasks
- Watch – Video demonstrations providing the steps to complete a task

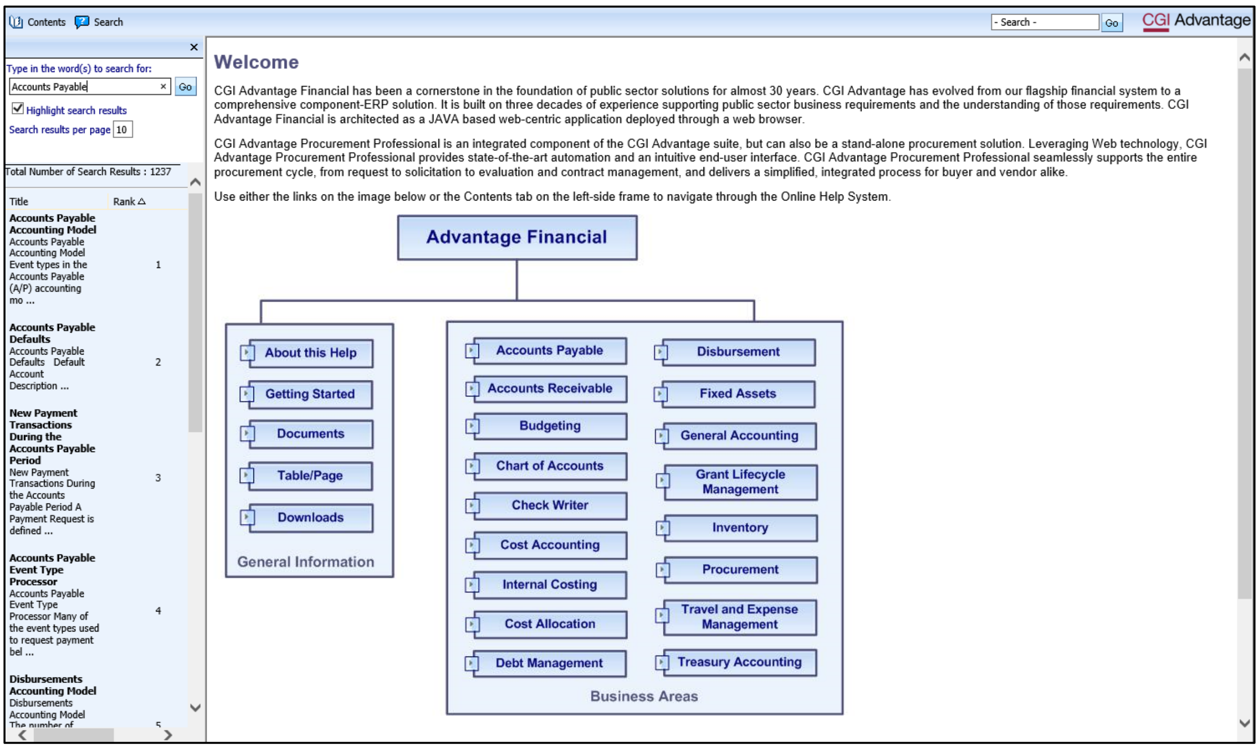


Search

When the Search button is clicked, a search field appears in the left column. Using the Search functionality generates a list of the word(s) and their location in Application Help. Search options allow users to:

- Highlight the search criteria in the search results to easily identify the location of the word(s) in the text.
- Specify how many search results display in the left hand column.

Clicking the result in the left column displays the corresponding page on the right.



Activity 2.4

Access Help and add a Favorite

Scenario

Access online help to look up how to add a Favorite, then add the General Fund reference table as a Favorite.

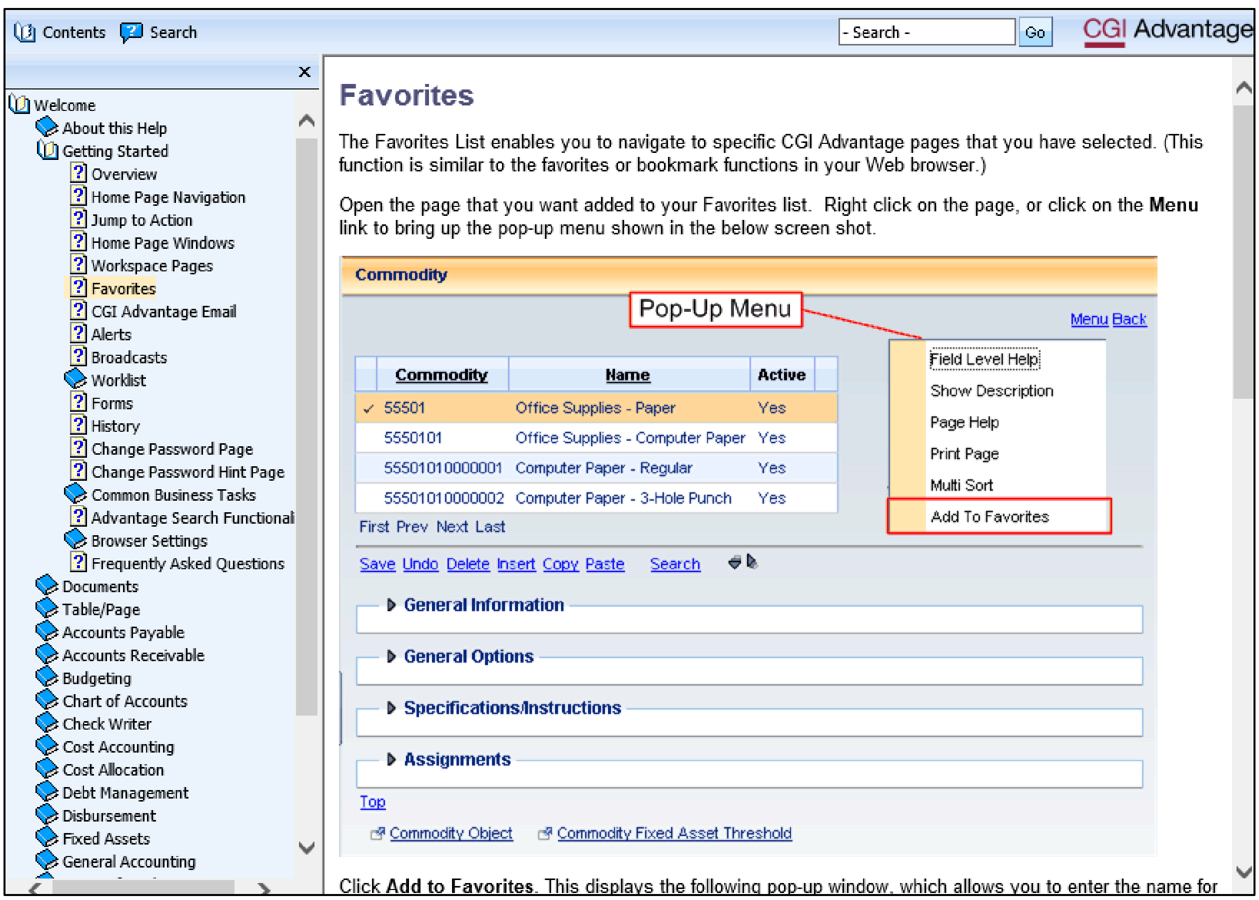
Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Access online Help.

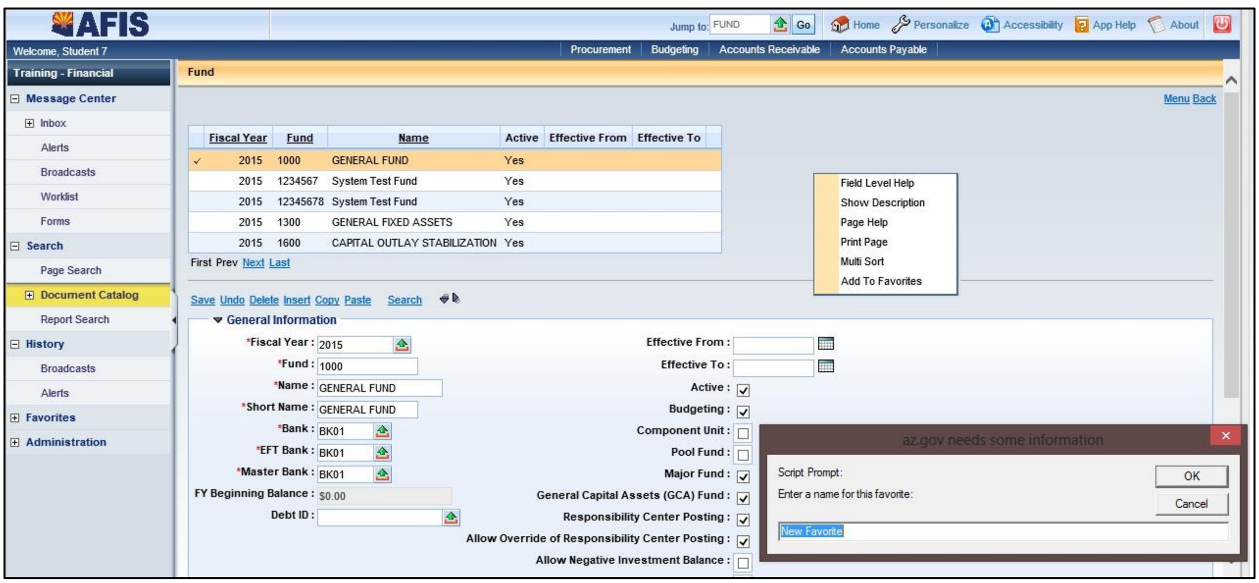
1. On the Primary Navigation Panel, click **App Help**.
2. In the Secondary Navigation Panel, click **Welcome**.
3. Click **Getting Started**.
4. Click **Favorites**.



5. In the Favorites article, scroll down, and then click **Add a Page to Favorites**. Review the steps shown.
6. Click the **X** button in the top right corner of the window to close the Help window.

B. Use the Jump to field and add a Favorite.

1. On the Primary Navigation Panel, in the Jump to field, enter ***FUND***.
2. Click **Go**. The Fund page opens.
3. On the **Fund** page, click **Search**.
4. On the **Page Search** page, in the **Fiscal Year** field, enter the ***current fiscal year***.
5. In the **Fund** field, enter **the data from *your student data card***.
6. Click **Ok**.
7. Right-click on the Fund information, and click **Add to Favorites**.
8. In the **Enter a name for this favorite** field, enter **the data from *your student data card*** and click **OK.**



Note: A message appears at the top of the page to notify you that the favorite was added.

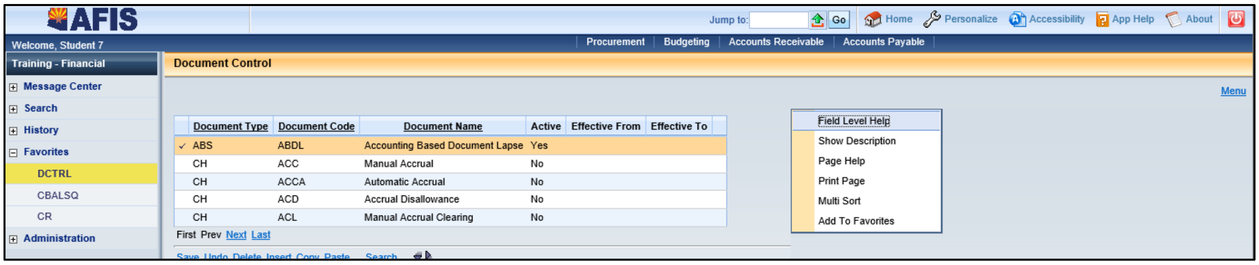
9. Click **Home** to return to the Home Page
10. On the Secondary Navigation Panel, click **Favorites** to see the new favorite.
11. Click the **name of the Favorite you created** to return to the saved Favorites page.

2.5. Right-Click Commands

Additional features and functionality are accessed by right-clicking the mouse. A drop-down list is displayed with the below commands.

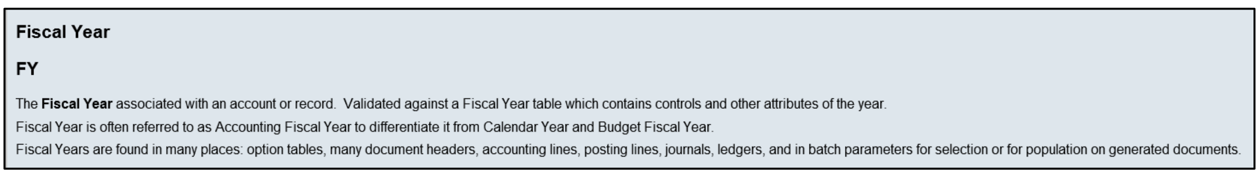
- Field Level Help

- Show Description
- Page Help
- Print Page
- Multi Sort
- Add to Favorites



Field Level Help

When selected, this feature provides an explanation about the field. Position the cursor directly over the field and right-click on the mouse. Select **Field Level Help** from the menu; the field definition displays in a new pop-up window. To close the field help, click the in the top corner of the pop-up window.



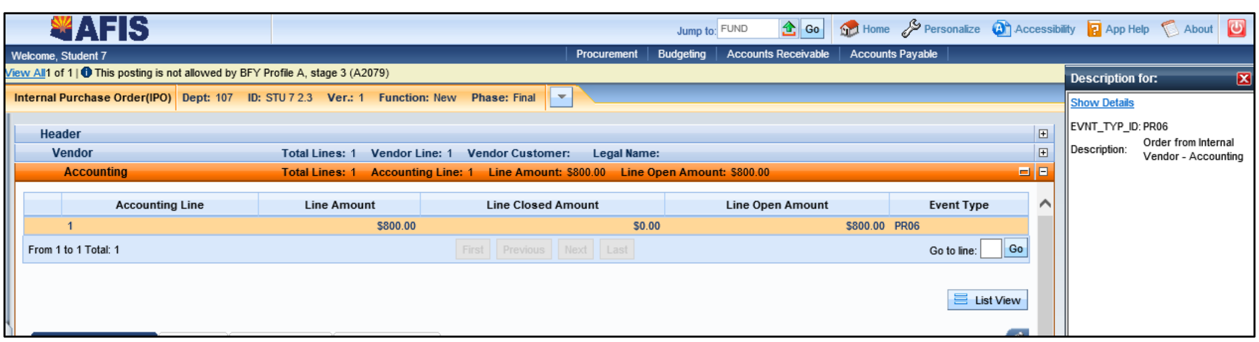
Fiscal Year

FY

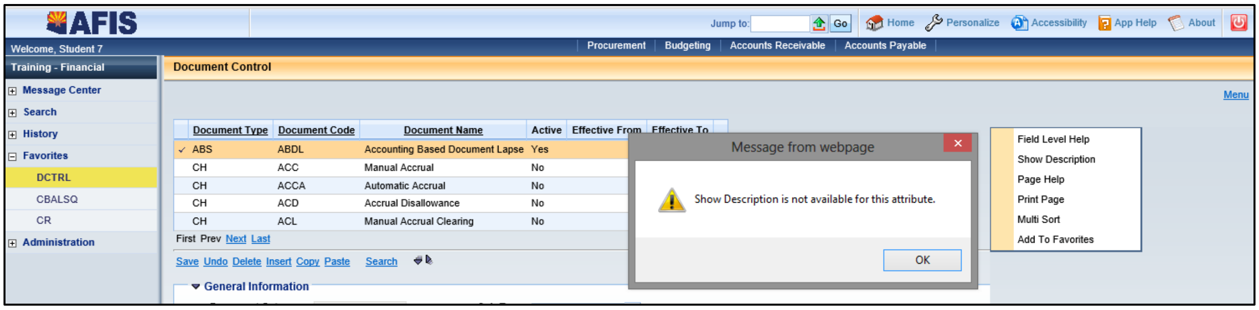
The **Fiscal Year** associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
Fiscal Year is often referred to as Accounting Fiscal Year to differentiate it from Calendar Year and Budget Fiscal Year.
Fiscal Years are found in many places: option tables, many document headers, accounting lines, posting lines, journals, ledgers, and in batch parameters for selection or for population on generated documents.

Show Description

Show Description offers additional detailed information about certain fields. Position the cursor in the field and right-click on the mouse. Select **Show Description** from the menu; the Show Description page displays information, based on the associated Context Sensitive Search entry. For some fields (for example, Fund), a link called Show Details is available at the top of the window. When it is clicked, the associated reference page will display. Click **Back**, to return to the previous page.

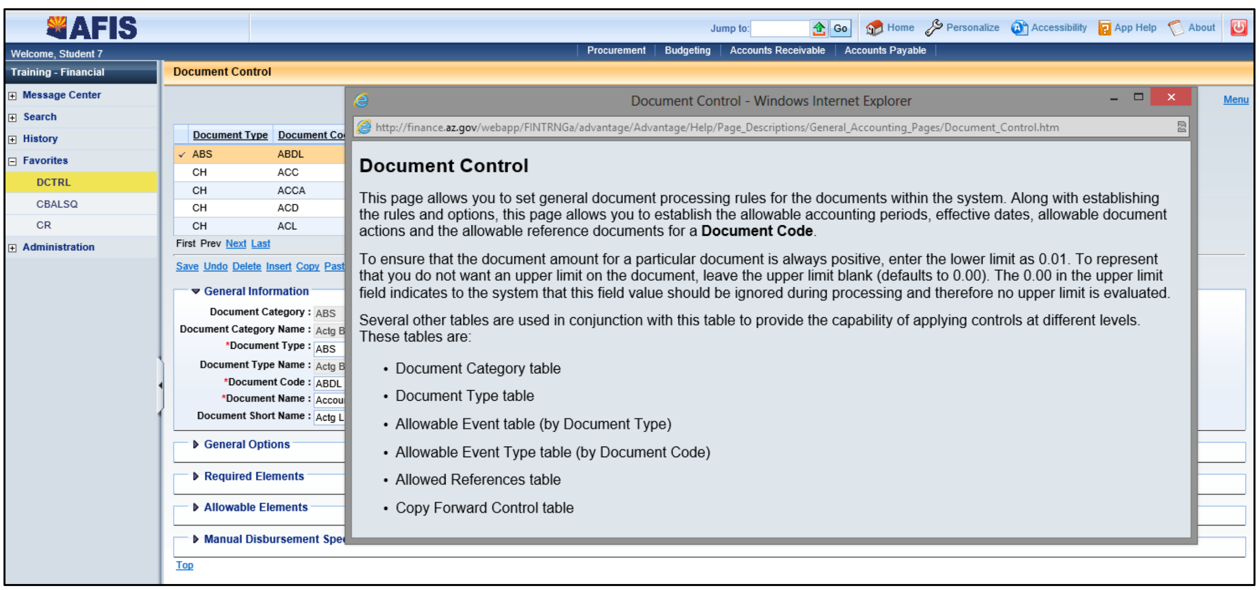


Not all fields have this capability; therefore, users may receive the message that Show Description is not available for this field.



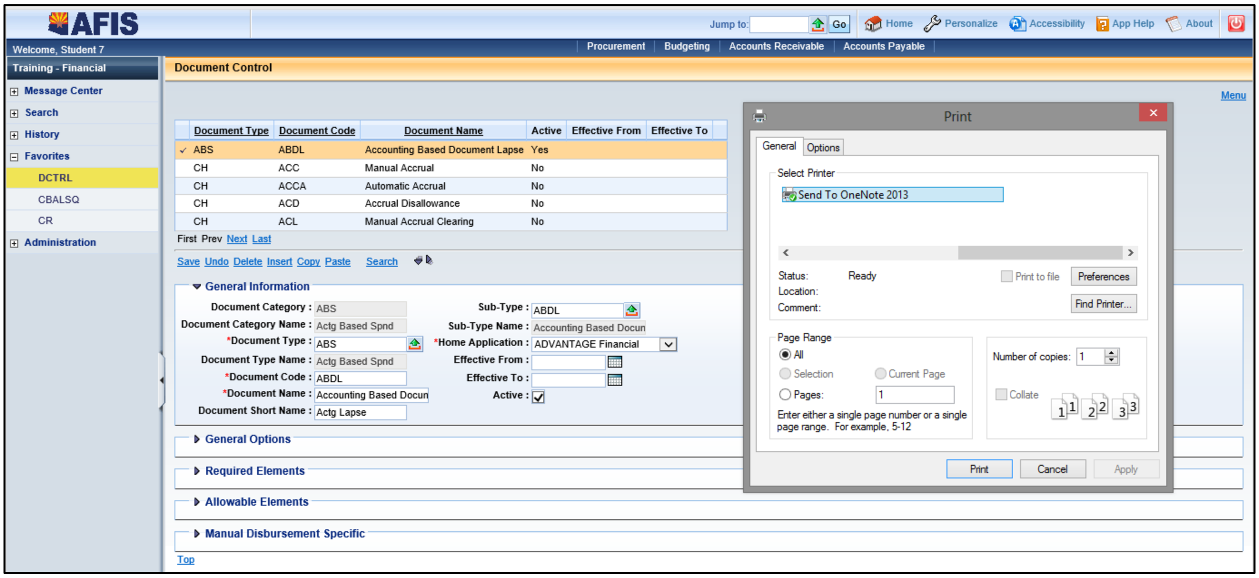
Page Help

When selected, a description of the page displays. Position the cursor anywhere on the page and right-click. Select **Page Help** from the menu and the page description displays in a new pop up window. To close the page help, click the ☒ icon in the top corner of the pop-up window.



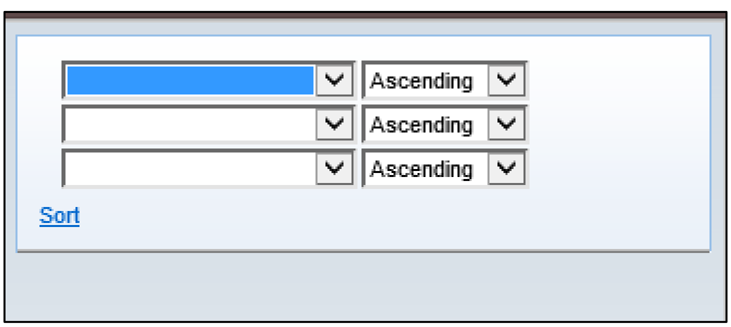
Print Page

When selected, a Print window opens allowing users to select a printer to send the data of the current table or page. The Print command will print the entire page even if it is not all currently visible on the screen.



Multi Sort

Clicking an underlined column heading in the grid will sort the list by that column. Clicking the same column more than once will change the sort mode between Ascending and Descending. Multi Sort can be used to perform a sort on multiple columns. Multi sort functionality is only available when at least one column heading is underlined.



Steps

1. Right-click on the page. A menu is displayed.
2. Select **Multi Sort** on the menu. The Multiple Column Sort pop-up window is displayed.
3. In the first three fields, click the drop-down lists to select up to three sorting criteria.
4. Select Ascending (default) or Descending order for each column.
5. Click **Sort**.

Add to Favorites

When Add to Favorites is selected, a prompt opens allowing you to name the page being saved as a Favorite. Use Favorites to make frequently accessed pages easier to find. Favorites can also be modified and deleted through the Personalize page.

Steps

1. Right-click on the page. A menu is displayed.
2. Select **Add To Favorites** on the menu. The pop-up window is displayed.
3. Type a name and click **OK**.
4. Click **Cancel** to close the window without saving the Favorite.

2.6. Personalize AFIS

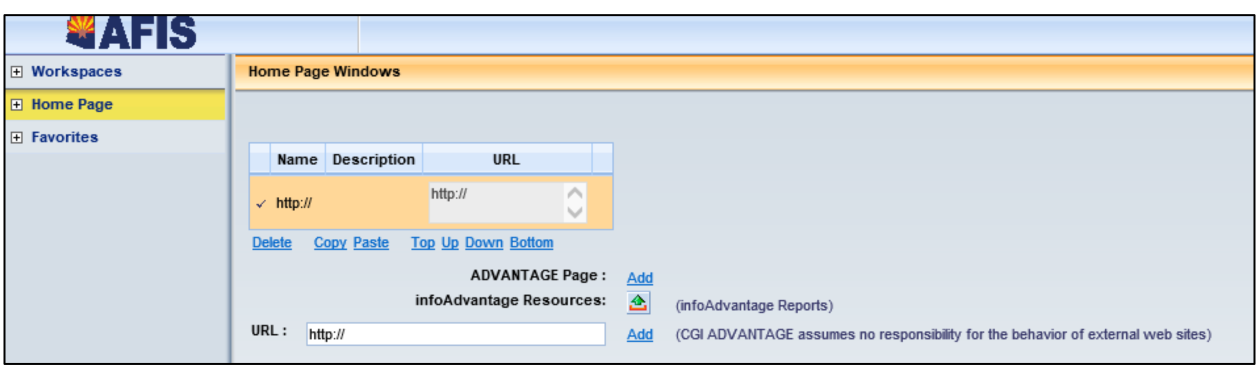
Personalizing AFIS allows users to quickly access the pages used most often. The Personalization page in AFIS allows users to modify the Home Page and Favorites.

Home Page

Use the Personalize AFIS - Home Page Window to create or modify the page that appears on the Home Page. Users can add one AFIS page as the Home Page.

Steps

1. Click **Personalize** in the Primary Navigation Panel. The Personalize window opens.
2. Click **Home Page** in the Secondary Navigation Panel.
3. Click the **Add** link next to AFIS Page.
4. Click the **Select** link next to the AFIS page to customize the Home Page. Enter search criteria to narrow the listing of pages.
5. Close the Personalize window.
6. To view the newly added page as the Home Page, Click the **Home** icon on the Primary Navigation Panel.



Favorites

The Favorites List enables users to navigate to specific AFIS pages that have previously been marked as a favorite. The list of Favorites is displayed in the Secondary Navigation Panel. Once a page has been added to the Favorites list it can modified or deleted using the Personalization feature.

Modify a Favorite – Steps

1. From the Primary Navigation Panel, select **Personalize.**
2. In the Secondary Navigation Panel click **Favorites**.
3. In the Secondary Navigation Panel, select the Favorites listing that needs to be modified.
4. In the **Name** field, enter the new name for the Favorites listing.
5. Click **OK**.
6. Close the Personalize window.
7. In the Secondary Navigation Panel click **Favorites**. The new name is displayed in the Favorites list. Collapsing and expanding Favorites will refresh the listing.

Delete a Favorite – Steps

1. From the Primary Navigation Panel, select **Personalize**.
2. In the Secondary Navigation Panel click **Favorites**.
3. Select the row in the grid that contains the page that needs to be removed from Favorites.
4. Click **Delete**.
5. Close the Personalize window.
6. In the Secondary Navigation Panel click **Favorites**. The deleted page is no longer displayed. Collapsing and expanding Favorites will refresh the listing.

Lesson Summary

In this lesson, you:

- Accessed AFIS and review the Home page
- Navigated AFIS using the Primary and Secondary Navigation Panels
- Accessed the online Help system
- Accessed the document/page History
- Personalized the Home Page and Favorites

Check Your Progress

1. Use this field to quickly navigate to most pages in AFIS, by entering the Page Code and clicking Go.
    a. Go to
    b. Page Search
    c. Jump to
2. Click this to open a Page that provides a list of items to search and select.
    a. PickList
    b. Drop-down list
    c. Expand All
3. Online Help can only be accessed by clicking the App Help icon, in the Primary Navigation Panel.
    a. True
    b. False
4. The Favorites list enables users to navigate to specific AFIS pages that have previously been selected as pages frequently visited, while the History only keeps track of the pages that users have accessed in the course of the current session.
    a. True
    b. False
5. Which feature provides a definition about the purpose of a specific page?
    a. Page Help
    b. Field level help
    c. Show Description
6. The Personalization page in AFIS allows users to modify your Home Page and Search.
    a. True
    b. False

3. Using Reference Tables and Inquiry Pages

Learning Objectives

In this lesson, you will:

- Review the features of a table
- Access and perform a search on a table
- Update a table record
- Perform a search for and review an inquiry

Lesson Overview

In this lesson, users learn how to access/use reference tables and inquiry pages. Users learn how to search and update a reference table, as well as how to search for specific information on an inquiry page.

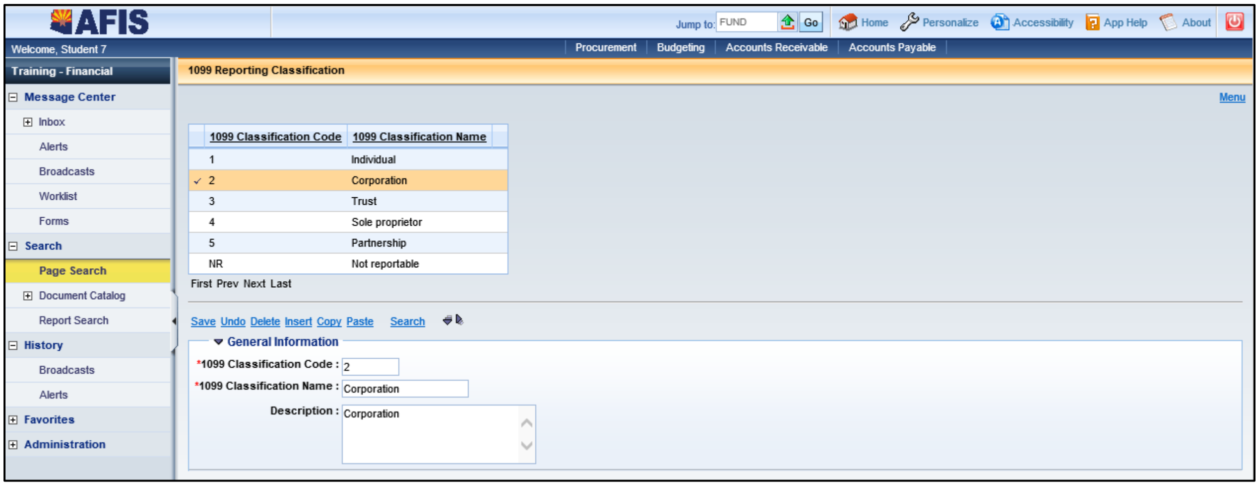
3.1. Reference Tables

Reference tables define fundamental information such as Chart of Accounts elements, business rules, and system options. Reference tables are the primary source of online information in AFIS; they define default values and values that are inferred for typical documents. Reference tables are used during document processing to validate codes and options, as well as reference data in other tables.

Features of a Table

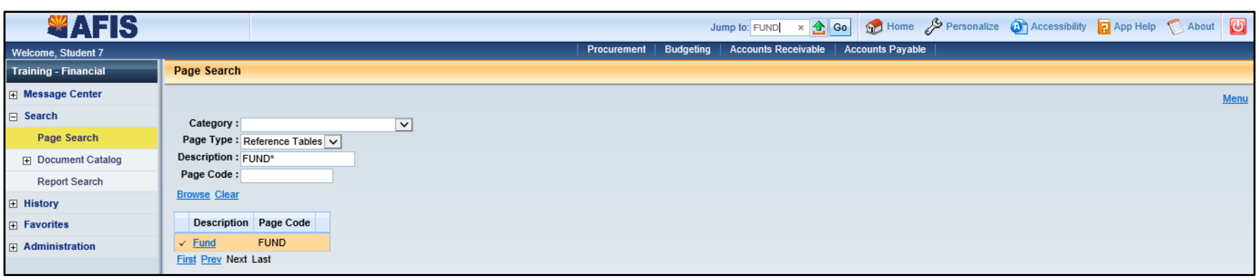
A table is broken down into two components:

- **Grid** – Displays a list of records in the table. When column headings are underlined, click the word and the data is sorted by that column (e.g. Fiscal Year, Object, and Name).
- **Scalar** –Displays details of the record currently selected in the grid. Use the **First**, **Prev**, **Next**, and **Last** links to scroll through the records if there are more pages available.



Accessing a Table

Tables can be accessed from Page Search or the Jump to feature. Page Search allows users to use search criteria and wildcards in order to find a table. Jump to should only be used if the page code is already known (for example, the page code of the Fund Table is FUND). Users can use the Search functionality within the table to narrow the data results by different criteria.



Maintaining Records on a Table

Most tables are maintained automatically by AFIS. Other tables can be updated only by authorized users. For these tables the authorized user can add, modify, and delete records on the tables.

Table commands are used to search and make changes to the table. Table commands (actions) include:

Save Undo Delete Insert Copy Paste Search

- **Save** – Saves the last values entered
- **Undo** – Reverts the values in the record to the last saved values
- **Delete** – Removes the record from the grid at the top of the page and from the database
- **Insert** – Inserts a new record in the database
- **Copy** – Makes a copy of the selected entry
- **Paste** – Pastes a copied entry into the grid
- **Search** – Assists in locating records in the table

Add, Modify, and Delete Records in a Table

There are two ways to add a record to a table: Insert a new record and copy/paste a record. Authorized users can also modify and delete existing records.

Insert a New Record – Steps

1. Click **Insert**. The fields in the lower section are cleared and a blank line appears in the grid.
2. Enter values for the fields in the lower section of the page.
3. Click **Save**. The new record is added to the list at the top of the page.

Copy/Paste a Record – Steps

1. Select the record to copy. Note the √ on the selected record.
2. Click **Copy**.
3. Click **Paste**. A copy of the record is displayed in the table.
4. Make the necessary changes to the entry.
5. Click **Save**. If changes were not made, an error message indicating that the record is not unique will be displayed.

Modify Records in a Table – Steps

***Note**: Only authorized users can modify records in a table.*

1. Search for and open the table with the record to change.
2. Select the record. The details of the record are displayed in the middle section of the page.
3. Make the necessary changes to the record. Use the Undo function to undo the changes.
4. Click **Save**. The changes are displayed in the listing at the top of the page.

Delete Records in a Table – Steps

***Note**: Only authorized users can delete records in a table. Undo will not restore deleted records.*

1. Search for and open the table to find the record to delete.
2. Select the record to delete.
3. The details of the record are displayed in the lower section of the page.
4. Click **Delete**. The record is removed from the grid at the top of the page.

***Note**: If a record is being used by a document or another record on a table, the record cannot be deleted. An error message will be displayed instead.*

ACTIVITY 3.1

Search for, Access, and Update a Table

Scenario

Prior to creating a payment document, look up the Activity code to use on the Accounting line. The Activity code does not exist; therefore, you will need to add it to the table.

Setup

✓ User is logged into the AFIS Home Page.

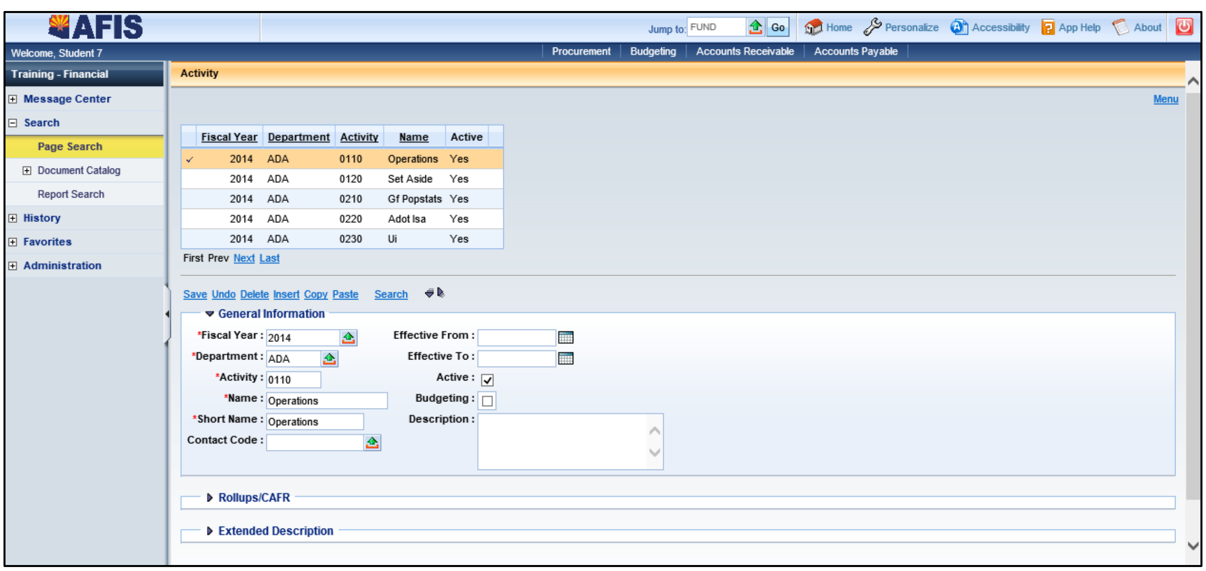
Steps

A. Use Page Search to access the Activity table.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Page Search**.
3. In the **Page Type** drop down list, select **Reference Tables**.
4. In the **Description** field, enter **Activity**.

> *Note: An asterisk is automatically inserted after each entry to assist in the search process, and the letters are automatically capitalized.*

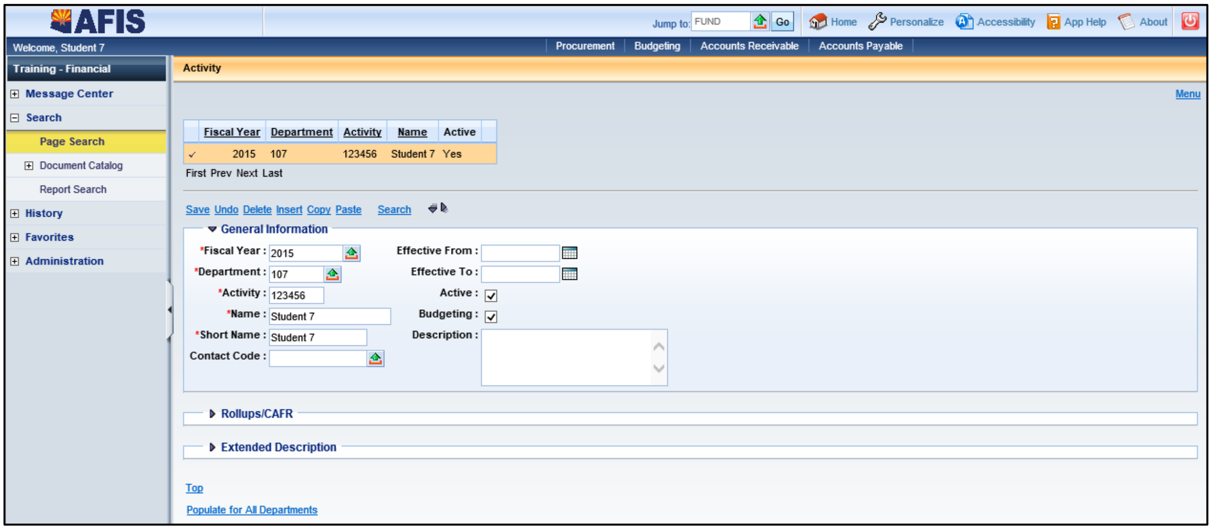
5. Click **Enter** or **Browse**.
6. Click the **Activity** table link.



B. Search the Activity table by fiscal year.

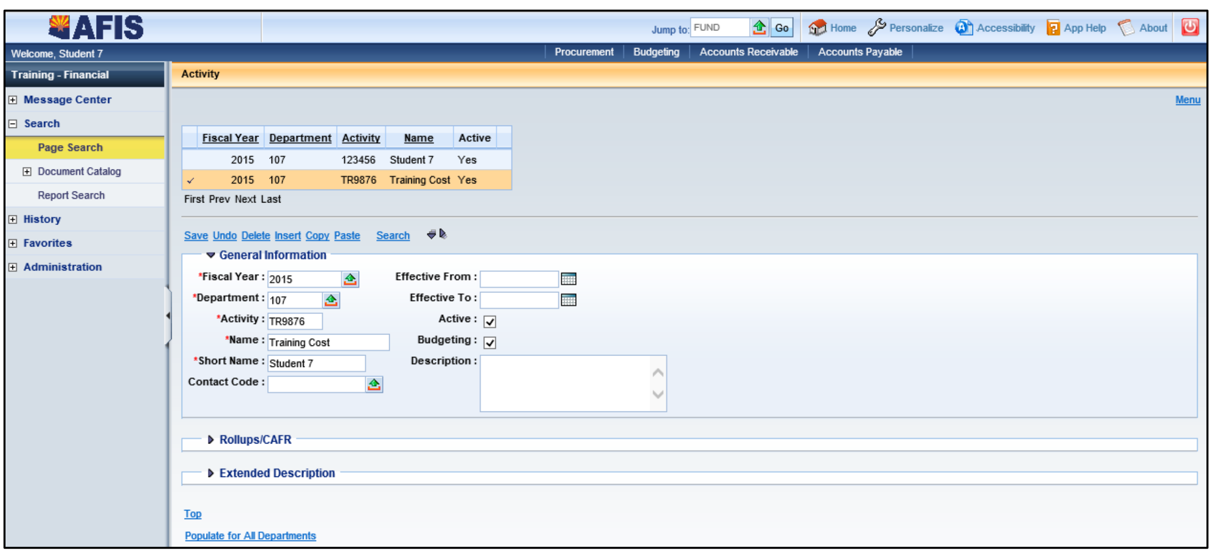
1. Click **Search**.
2. In the **Fiscal Year** field, enter the ***year the current fiscal year***.

3. In the **Department** field, enter **the data from *your student data card***.
4. In the **Activity** field, enter ***123456***.
5. Click **OK**.



C. Add a record to the Activity table.

1. Click **Copy**.
2. Click **Paste**.
3. In the **Activity** field, change the prepopulated entry by entering ***TR9876***.
4. In the **Name** field, change the prepopulated field entry by entering **Training Cost**.
5. Click **Save**. The grid updates with the new Activity record.



6. Click **Home**.

3.2. Inquiry Pages

Inquiry pages allow users to search for and view detailed or summary information from the AFIS database. For example, the Cash Balance page displays cash balance information for a selected fund. When documents are processed, the AFIS database collects information from the transaction and the inquiries display the real time information.

Accessing an Inquiry Page

Inquiry pages can be accessed using Page Search or the Jump to feature. Use the search functionality to narrow the results by different criteria. After performing a search on the inquiry page to narrow down the results displayed, users can add the page to favorites by using the Right-Click Menu option Add to Favorites.

Features of an Inquiry Page

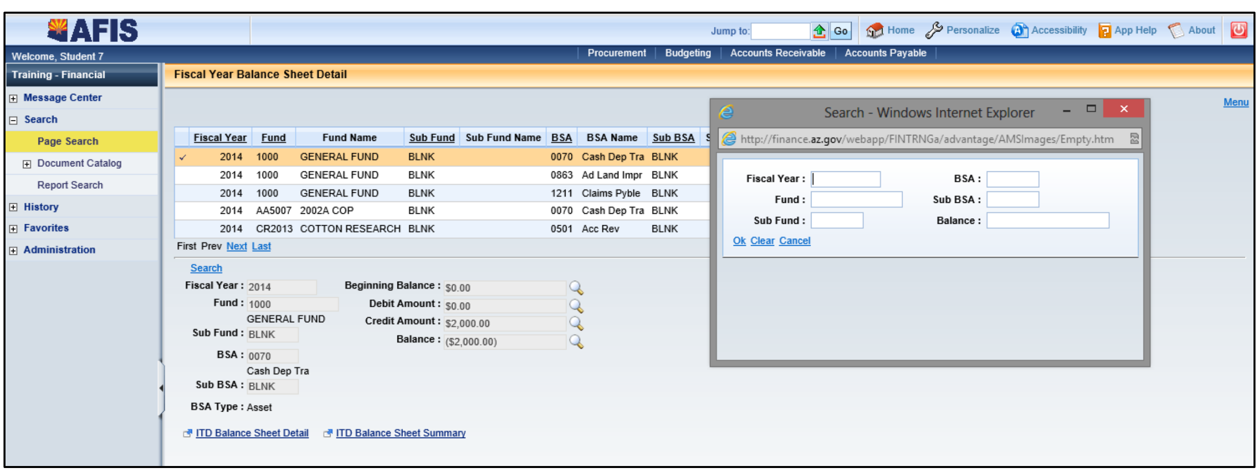
Most inquiry pages open with a search field, or have a Search function available, to populate specific information on the page. Inquiry tables are system-maintained; therefore, they cannot be used to update information in the database.

Many inquiry pages contain links to the documents that make up the summary information. Click on the magnifying glass icons (drill down) to open a list of documents that sum to the total of the field.

Most inquiry pages are displayed in one of two layouts, Search or Browse.

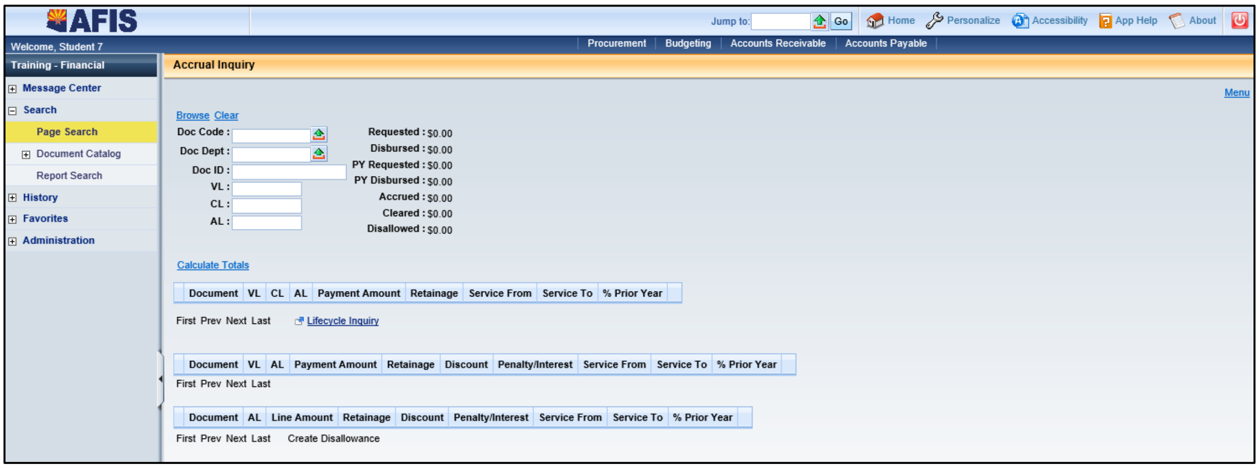
Search Layout

- The page either opens with a Search window or a Search link is available to locate a particular record.
- A grid on the top contains columns of data, much like a spreadsheet.
- The details of a record selected in the grid are displayed in one or more sections below the grid. Select a different record and the details change.
- The **First**, **Prev**, **Next**, and **Last** links below the grid can be used to browse through the pages and are only active if there is more than one page of records available.



Browse Layout

- The top of the page contains search criteria with a Browse link.
- All records that meet the search criteria are displayed underneath the search criteria when Browse is selected.
- The **First**, **Prev**, **Next**, and **Last** links below the search results can be used to browse through the pages. These links are only active if there is more than one page of records available.



Selected Navigation

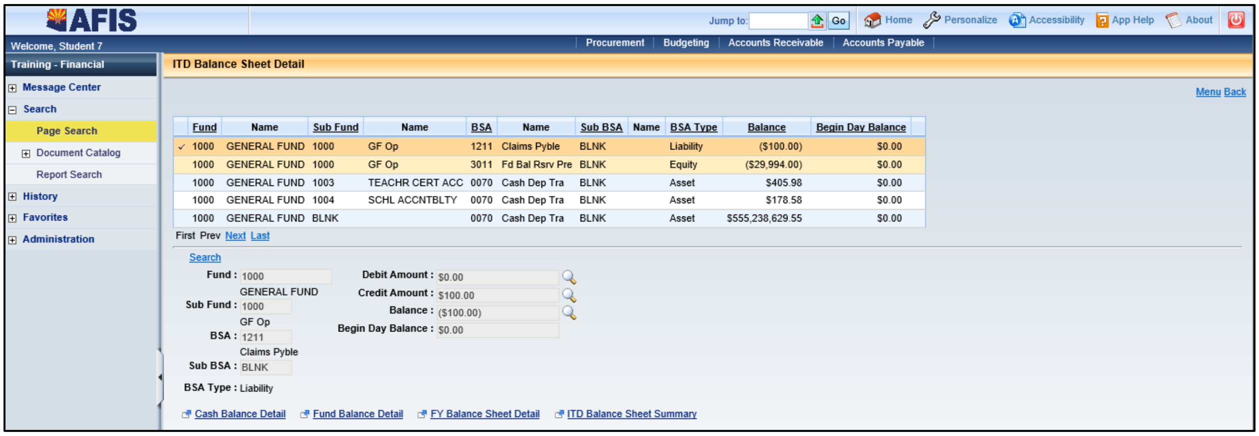
Some inquiry pages contain links to other inquiries, documents, or reference tables either at the bottom of the page or within the page. Click the link to access the other page, pulling forward relevant information from the originating page. Some inquiry pages contain a Calculate Total link that allows the user to calculate a total for the records displayed in the inquiry. Click the link to display a total for the selected records next to the link.

Download Inquiry to Excel

Many inquiries contain a link to download the search results to Excel. Click the link to launch Excel and download the search results into the spreadsheet. Some AFIS fields may be combined together into one column when they are downloaded to Excel. A function in Excel called Convert Text to Columns converts the data in one column from Text format to individual columns.

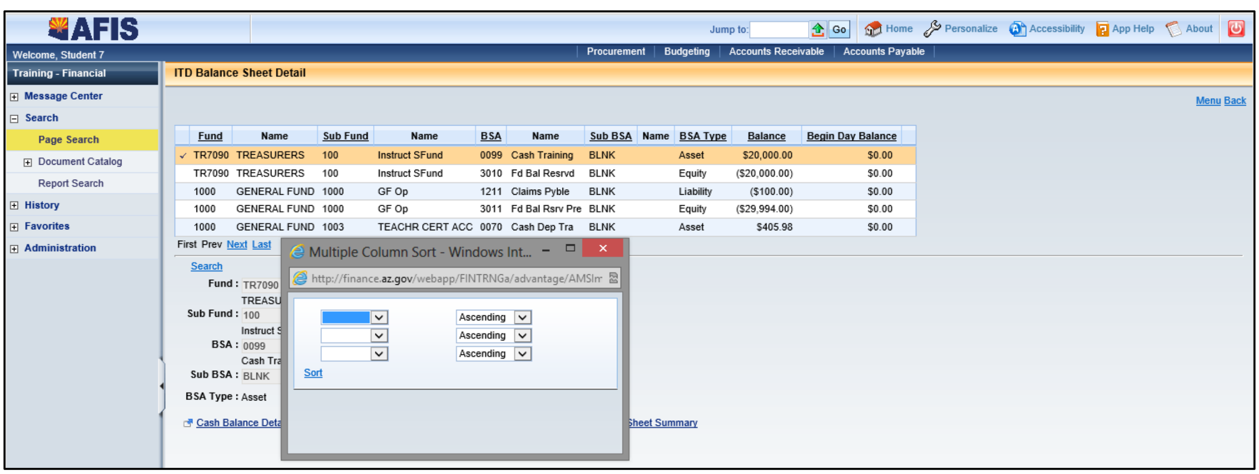
Viewing Documents

A Magnifying Glass icon next to a field indicates more detail is available. Click the Magnifying Glass icon to open a list of the corresponding document(s) available in the field. Individual documents may display as a link allowing you to open the document. Close the document to return to the list, then click **OK** or **Back** to return to the originating inquiry page.



Sort Data

Similar to reference tables, many inquiries allow you to sort the results that are displayed in the grid. The underlined column header indicates that the field can be sorted. Click on the column header to sort all the records in ascending order by that field. Click the column header again to sort the records in descending order. When more than one column heading is underlined, use the Multi Sort right-click command to open the Multiple Column Sort page.



ACTIVITY 3.2
Review an Inquiry Page

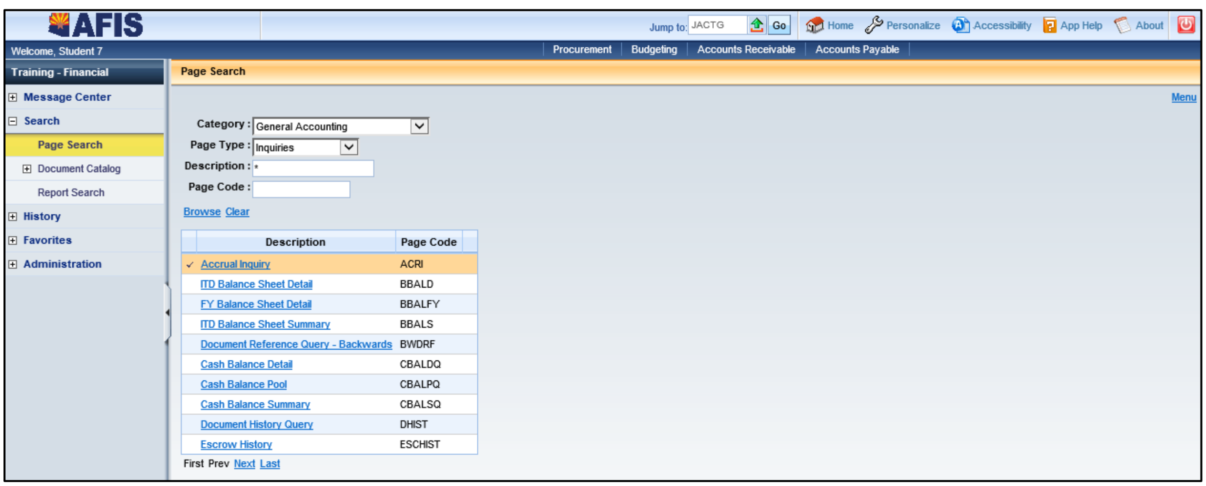
Scenario
You would like to check the Balance Sheet Detail to confirm a balance. Use the Page Search feature to initially locate all inquiries related to General Accounting before narrowing down which inquiry to use.

Setup
✓ User is logged into the AFIS Home Page.

Steps

A. Search for all General Accounting inquiries using Page Search.

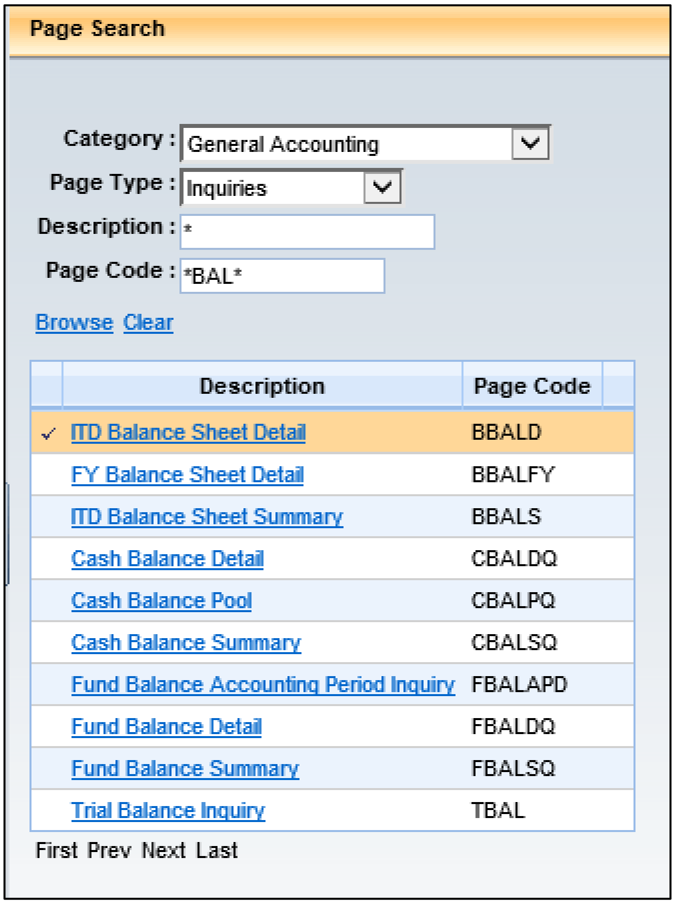
1. From the Secondary Navigation Panel, click **Search**.
2. Click **Page Search**.
3. From the Category drop-down list, select **General Accounting**.
4. From the Page Type drop-down list, select **Inquiries**.
5. Click **Browse**. The first 10 inquiries are listed.
6. To view the next inquiries, click **Next** to browse through the list.



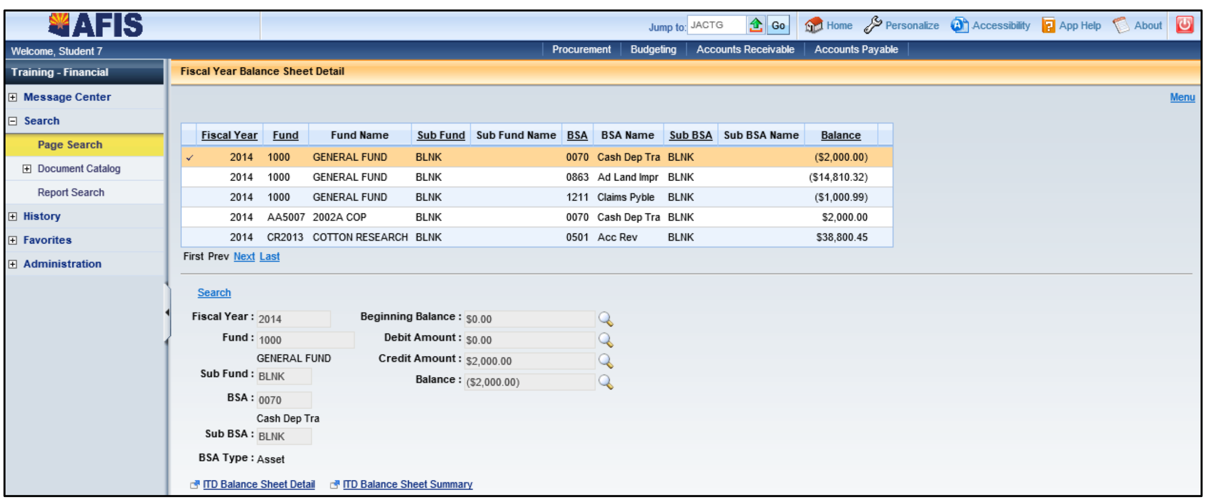
B. Narrow your search to the Balance tables.

1. In the **Page Code** field, enter ***bal*.**

2. Click **Browse**.



3. Click the **FY Balance Sheet Detail** link.

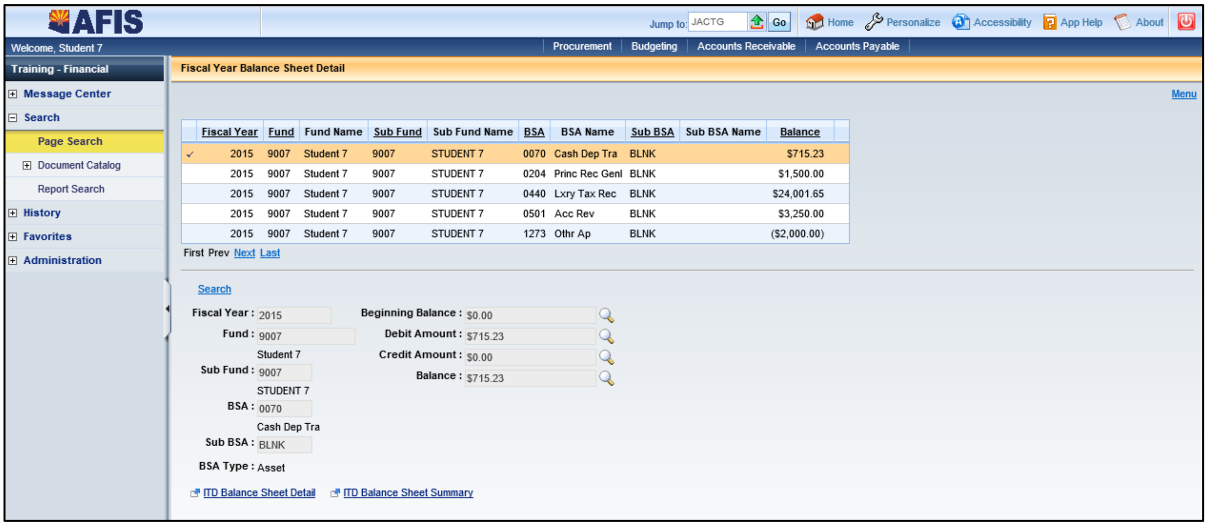


C. Search for your Balances within the inquiry.

1. Click the **Search** link.

2. In the Search window, in the **Fiscal Year** field, enter the ***current fiscal year***.

3. In the **Fund** field, enter **the data from *your student data card***.
4. Click **OK**. The balance sheet details populate the page.



5. Review the amount in the Balance field.
6. Click **Home** on the Primary Navigation Panel to return to the Home Page.

Lesson Summary

In this lesson, you:

- Reviewed the features of a table
- Accessed and performed a search on a table
- Updated a table record
- Performed a search for and reviewed an inquiry

Check Your Progress

1. If a reference table record is deleted, the Undo button brings back the information.
    a. True
    b. False
2. A reference table can NOT be accessed from:
    a. Page Search
    b. Document Catalog
    c. Jump to
3. Reference tables are always automatically maintained by the system.
    a. True
    b. False
4. Inquiry pages are always automatically maintained by the system.
    a. True
    b. False
5. What are some common features of inquiries?
    a. Sort, drill down, search and browse
    b. Case sensitive searches
    c. Printing

4. Using Documents

Learning Objectives

In this lesson, you will:

- Review the lifecycle of a document
- Review the use the Document Catalog
- Examine the document structure and layout
- Create a document
- Review document errors
- Examine the document printing options

Lesson Overview

In this lesson users learn how to access, use and create a document, using the Document Catalog. The layout of a document is defined, as well as the actions that can be performed on a document. How to copy a document, correct errors on a document, and print a document are also topics covered in this lesson.

4.1. Lifecycle of a Document

Documents are used to record information for all financial transactions. Documents consolidate pertinent information for approval and inquiry purposes. Information in a document can come from several sources:

- User input
- Reference tables
- Document templates
- Other reference documents

In AFIS users can create, search for, and modify a document. Documents that are processed in AFIS have attributes applied for tracking and status updates. The four attributes of a document are:

- Phase
- Version
- Function
- Status

Document Phases

A document's lifecycle consists of the following phases.

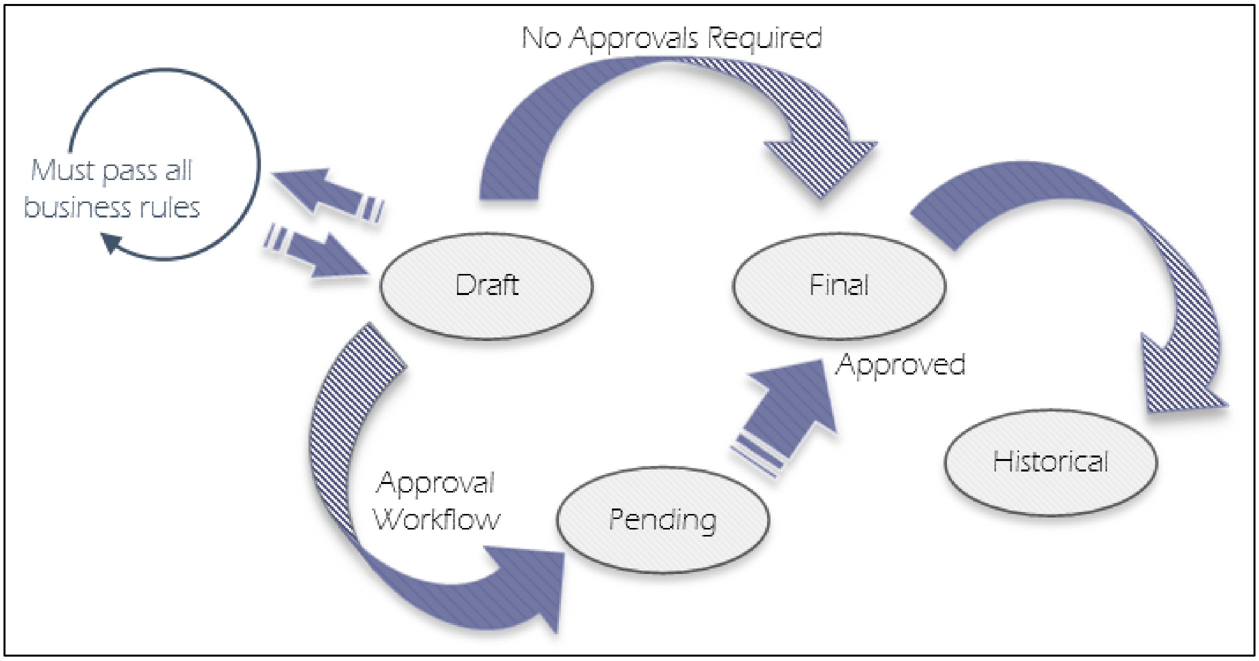
- **Draft** – The document has been entered into the system, but it is not yet affecting system operations. All document versions start in this phase. Drafts can be freely edited and deleted since they make no application updates.
- **Pending** – The document has been tentatively accepted subject to approval rules; funds are reserved to assure final acceptance. Pending application database fields are updated.
- **Final** – The document has been fully accepted into the system. All approvals, when applicable, have been applied, the pending database updates have been reversed and replaced with permanent updates.
- **Historical (Final)** – A Final version of a document that has been superseded by a later version of the same document.

The following additional phases are also supported for documents.

- **Conflict Draft** – A draft version of a document set aside to allow creation and processing of a new draft version (normally by an offline or background process).
- **Template** –Allows users to start with a partially or fully completed document for faster processing.

Figure 2 below depicts how documents transition from one phase to the next.

Figure 2: Document Phases



Document Lifecycle - Overview

1. The initial document is entered into the system and saved in a **Draft** phase.

2. The document is validated against the business rules defined for the document code. If the document does not pass all of the business rules, the document remains in a Draft phase and displays the appropriate error messages, allowing an opportunity to correct the information before the document is submitted.
3. Once all business rules are met,the document is validated successfully and submitted, there are two potential routes the document can take:
    - If no approvals are required, as determined on the Document Control (DCTRL) table, the document transitions into the **Final** phase. This is an active document, able to be reported on and referenced by subsequent transactions.
    - If the document requires additional approvals, it transitions from Draft to **Pending** phase to await the necessary approval actions. Funds are tentatively reserved, based on the accounting posting type.
4. At each approval step, the document is reviewed to make sure any changes comply with established business rules. If the document is not approved it returns to the **Draft** phase for correction and re-submission and all pending updates are reversed. After the last approval step, the document transitions into the **Final** phase and is fully accepted into the system.
5. Once finalized, the original document has completed its lifecycle. However, it may be necessary to modify the original document. This Final version of the document may need to be superseded by a subsequent version. In this event, the current version of the document transitions to **Historical**, in order to make way for the newest version.

Document Version

To track historical information, AFIS allows multiple versions of a document with the same document ID to be stored in the system. Version numbers are used to keep track of the different editions. The first version of a document is version 1. After that document has been submitted, any attempts to modify it result in creating a version 2. Both versions of the document are displayed in the Document Catalog, as well as in the document’s history.

Document Function

Document Function describes the type of application updates that need to be performed when processing a document. A document version is assigned its function when the version is initially created. This function never changes throughout the lifecycle of that version.

The document functions are:

- **New** – The first version in a document collection
- **Modification** – Indicates that the current document version contains a modification to the previous document version
- **Cancellation** – Indicates that the current version is a cancellation of the previous document version. This function cancels the entire document. Once a document is cancelled, it cannot be modified again

Document Status

Status indicates the state of the document in the process workflow. The status of the document displays in the grid in the Document Catalog. Users can track the status of submitted documents using **Track Work in Progress** feature. The four status values used by the workflow are:

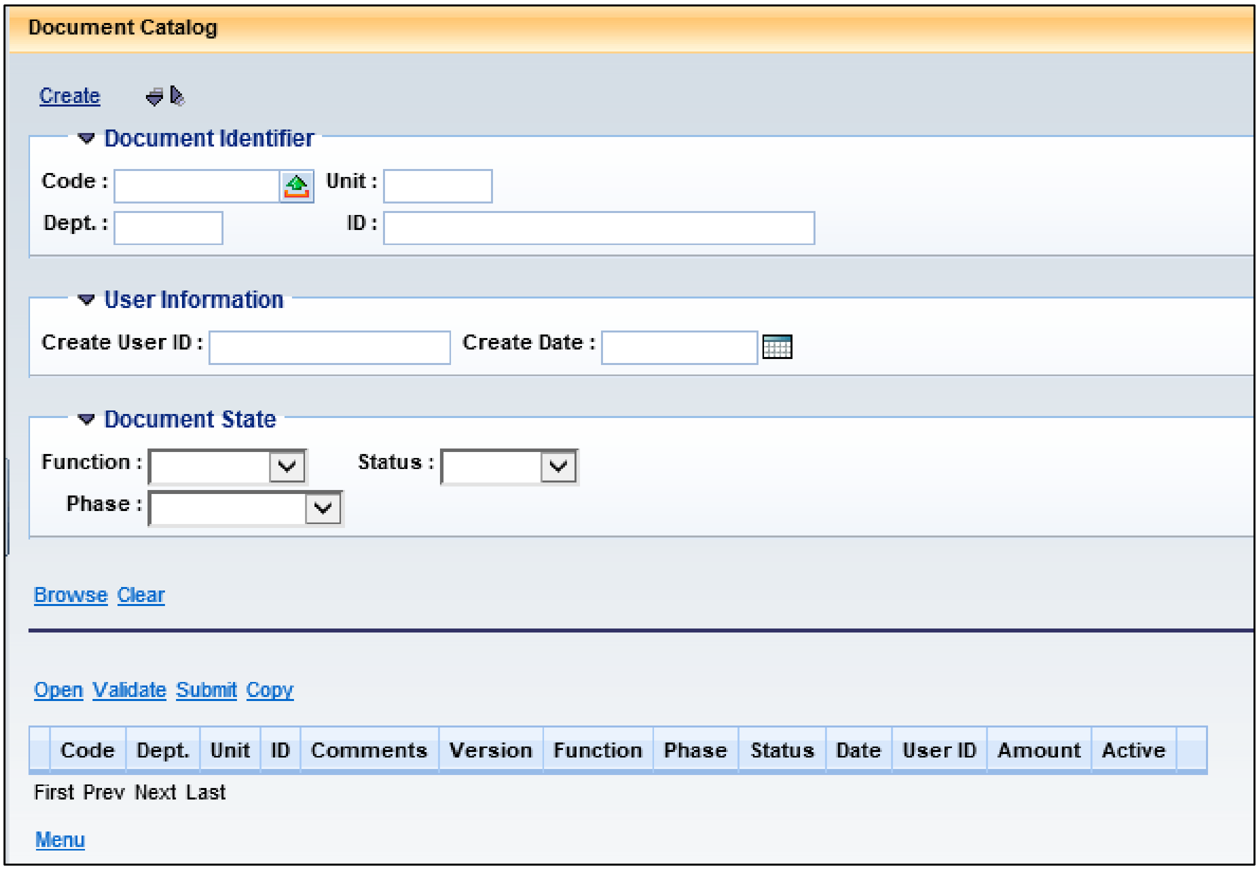
- **Held** – The document has been completed in draft but has not been submitted
- **Ready** – Interfaced Documents are submitted in Ready status when initially processed by AFIS
- **Rejected** – The document has been validated but cannot be submitted, possibly due to errors
- **Submitted** – The document has been successfully submitted and is part of the workflow

4.2. Document Catalog

The Document Catalog serves as a repository for all of the documents created in AFIS. It is the central location where all documents can be queried and processed. New documents can be entered and existing documents can be modified or cancelled. Access to documents is controlled by a user's security authorization level.

To access the Document Catalog, click **Search** on the Secondary Navigation Panel, then click **Document Catalog**. The Document Catalog allows you to search for documents using the following criteria:

- Document ID
- User Information
- Document State



Document ID

Each document in AFIS is identified by a unique combination of codes.

- **Document Code** – The code assigned to each document (GAX, PO, CR, etc.)
- **Department Code** – The code assigned to the responsible department
- **Unit Code** – The code designated by departments for additional organizational breakdown
- **Document ID** – A unique system-generated identifier

User Information

Each document in AFIS tracks the user that created the document and the date it was created, allowing users to enter this information as search criteria when searching for documents in the Document Catalog.

- **Create User ID** – The identification code assigned to the user that created the document
- **Create Date** – The date on which the document was created

Document State

The Function, Phase and Status of the document can also be used as search criteria in the Document Catalog. Identifying any of these elements can narrow the search results or help locate a specific document.

ACTIVITY 4.2

Search for Documents using the Document Catalog

Scenario

Search for a General Accounting Expenditure (GAX) document in the Document Catalog.

Setup

✓ User is logged into the AFIS Home Page.

Steps

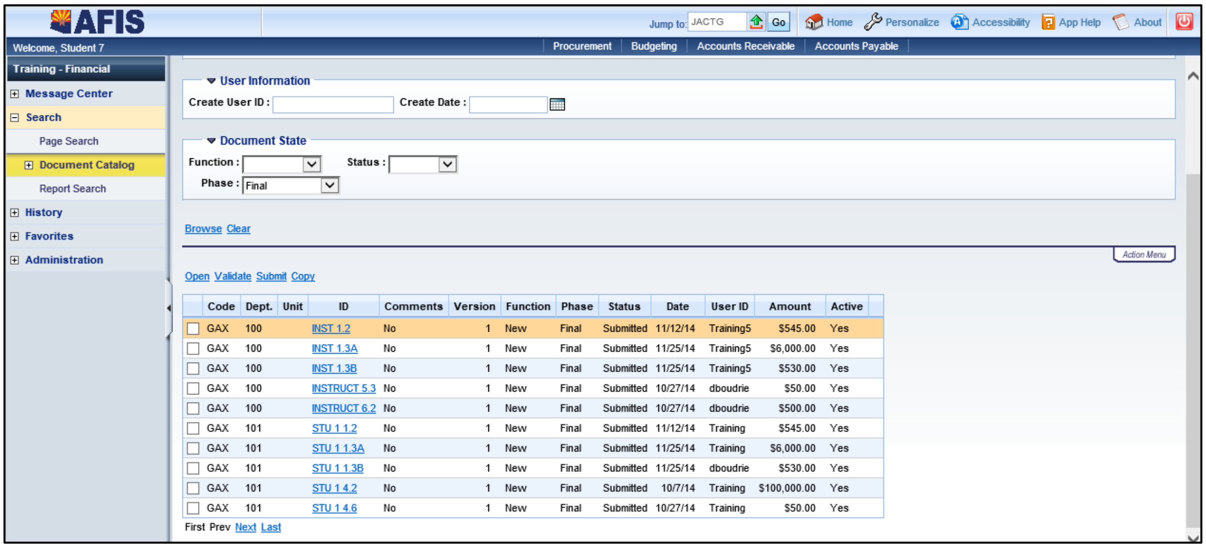
A. Access the Document Catalog.

1. Click **Search**.
2. Click **Document Catalog**.

B. Search for and open a GAX document.

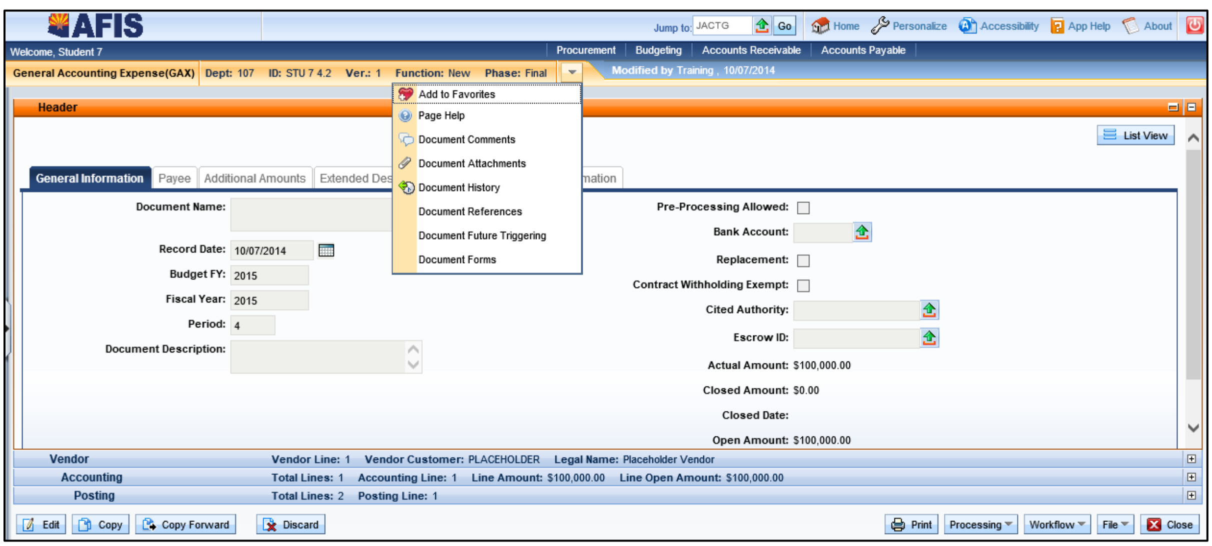
1. In the **Code** field, enter ***GAX***.
2. Click the **User Information** arrow to expand the section.
3. Click **Document State** arrow to expand the section.
4. From the **Phase** drop-down, select **Final**.
5. In the **ID** field, enter ***STU****.

6. Click **Browse**. The search results display in a table.



7. Select the document from **the data from *your student data card***.

8. Click the drop-down Document Menu, located in the top-center of the screen, click on **Document References**.



9. Select the **Backward Reference** link.

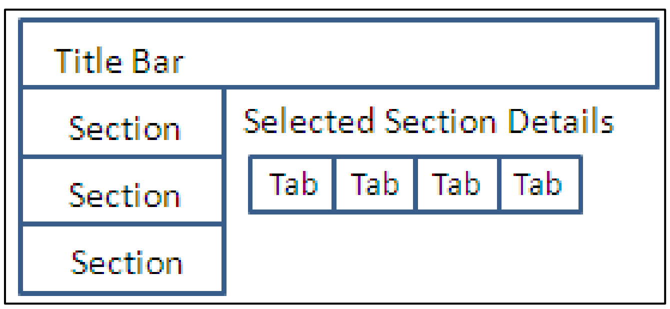
10. Review the reference documents.

11. Click **Home**.

4.3. Document Layout and Features

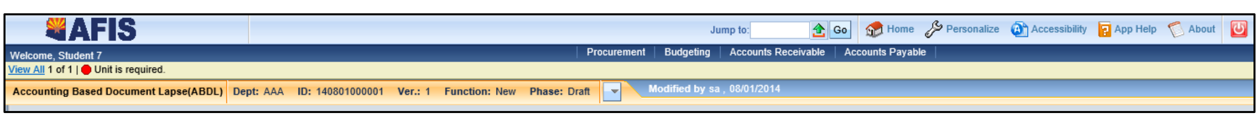
Document layout is consistent and includes a title bar and specific sections also called components. Each section may contain multiple tabs that organize the information in that section. The basic layout is shown in Figure 3.

Figure 3: Basic Document Screen Layout



Document Title Bar

The Document Title Bar includes the Document Name and Code, the Department, ID, Version number, Function, and Phase. The title bar also includes the Document Menu, comments indicator (if applicable), the name of the document creator/modifier, and the date the document was created/modified.



Document Sections

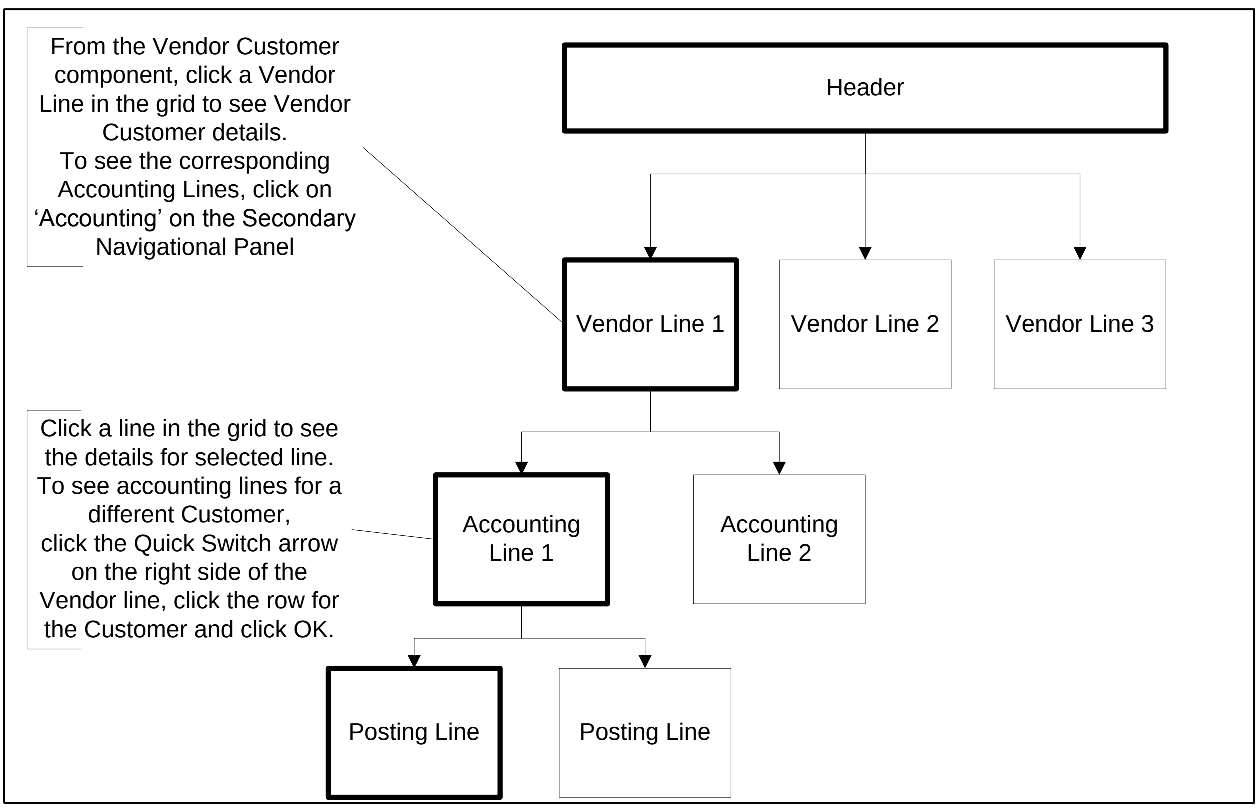
The sections of a document represent the various components of a specific form. Some documents may only contain a header section; others may contain both a header section and accounting lines.

When transitioning between sections in a document, users do not have to click Save but it is always a good idea to save the document regularly so that changes are not lost by accident. Document sections include:

- **Header** – Specifies general information that relates to the overall document or form. All elements on the header apply to all lines of the document. The header is present on every document.
- **Vendor Information** – The vendor line component stores vendor/customer account information. Some documents (for example, cash receipt) can have multiple vendor lines.
- **Accounting Line** – Specifies an individual account to be charged or to receive funds. Accounting lines are included on all documents recording accounting events. There can be multiple accounting lines for each commodity line.
- **Posting Line** – Specifies the related journal posting(s) for each accounting line.

Figure 4 shows the general structure and hierarchy of a document.

Figure 4: General Document Structure

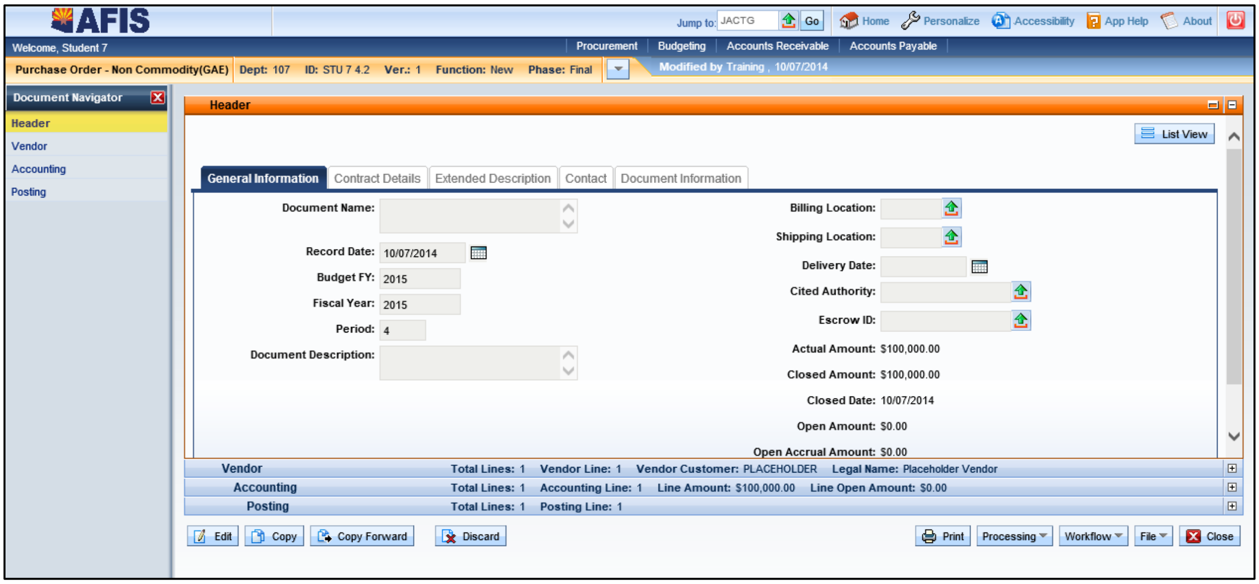


Document Views

Documents collect information into a single form, designed for easy data entry and consolidation of pertinent information, for approval and inquiry purposes. Information in a document can be displayed in several ways.

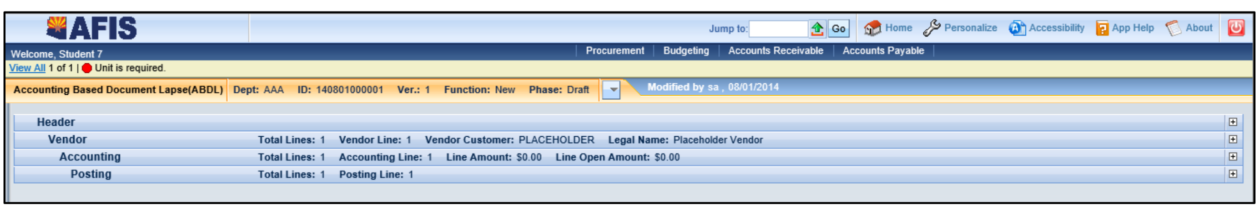
Document Navigator

The Secondary Navigation Panel becomes the Document Navigator, which contains links to the various sections of the document. The Document Navigator differs from one type of document to another, depending on the number of sections associated with the document.



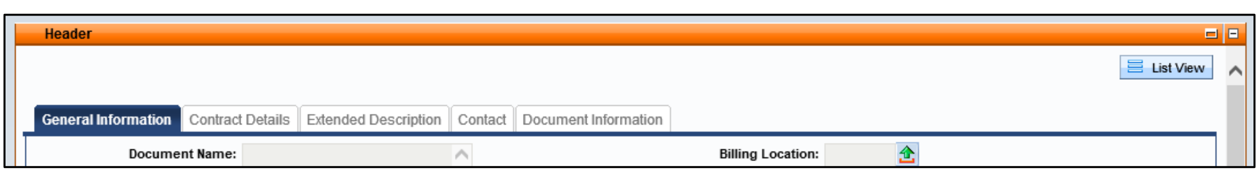
To provide a larger view of the document, close the Document Navigator by clicking the red (X) icon in the upper right corner of the Document Navigator. A small tab appears in the center of the left side of the page allowing you to open the Document Navigator. Click the tab to re-open the Document Navigator.

To navigate between sections of the document when the Document Navigator is closed, click the section headers. Use the Maximize/Restore feature to display the section headers.



Maximize/Restore Feature

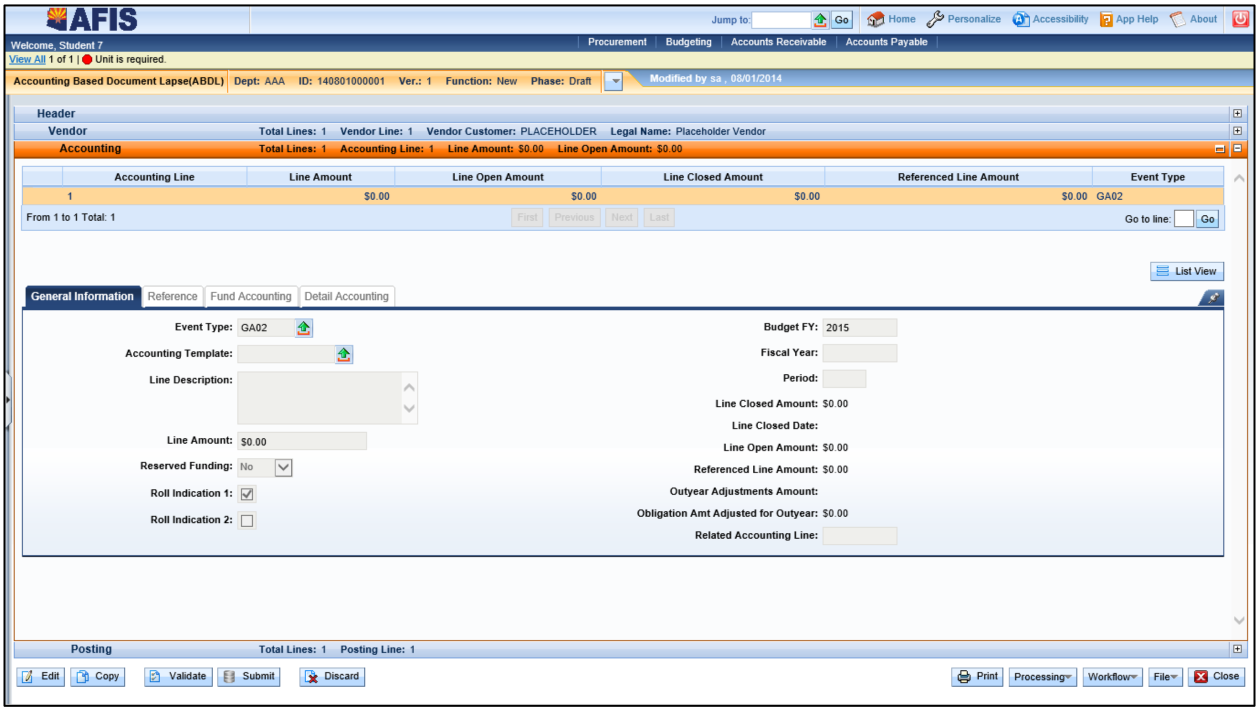
Maximize and restore provides another option for navigating a document. Click the section header to view the selected section. To hide the section headers click the Maximize/Restore button. To view the section headers again, click the Maximize/Restore button again.



Accordion View

When the document is displayed in Accordion view, the section headers are indented to represent the section hierarchy (parent/child relationship). The section headers also provide summary data for that section. The data summary varies per section and includes information: the number of lines, vendor name, and line amount. The summary provides basic information allowing you to work in the document without clicking into each section for the detail.

The page below shows the Accounting section expanded. The document section headers display above and below the active section, depending on the document hierarchy. Click the section header to view that section.



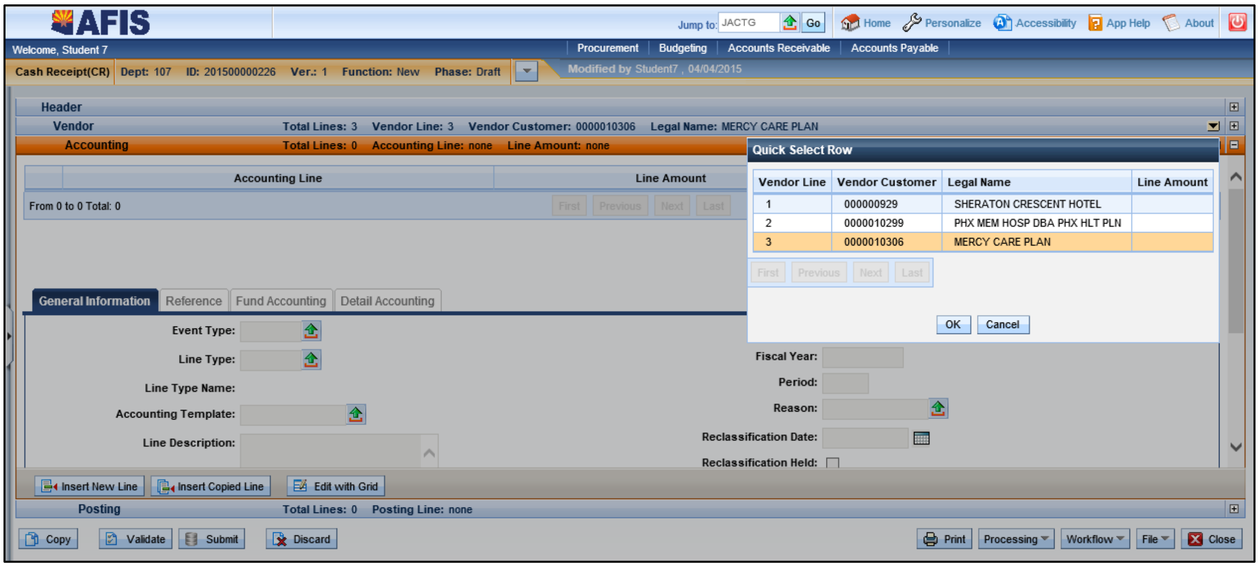
Open/Close Tabs

Section headers also include a (**+**) or a (**-**) icon in the right of the header. Click on the (**+**) to open the section or click the (**-**) to close the section.

Quick Switch Feature

The Quick Switch  feature is displayed on the section header when there is more than one line on the parent section and the child section is displayed. It is commonly found between vendor and accounting lines, and between accounting and posting lines.

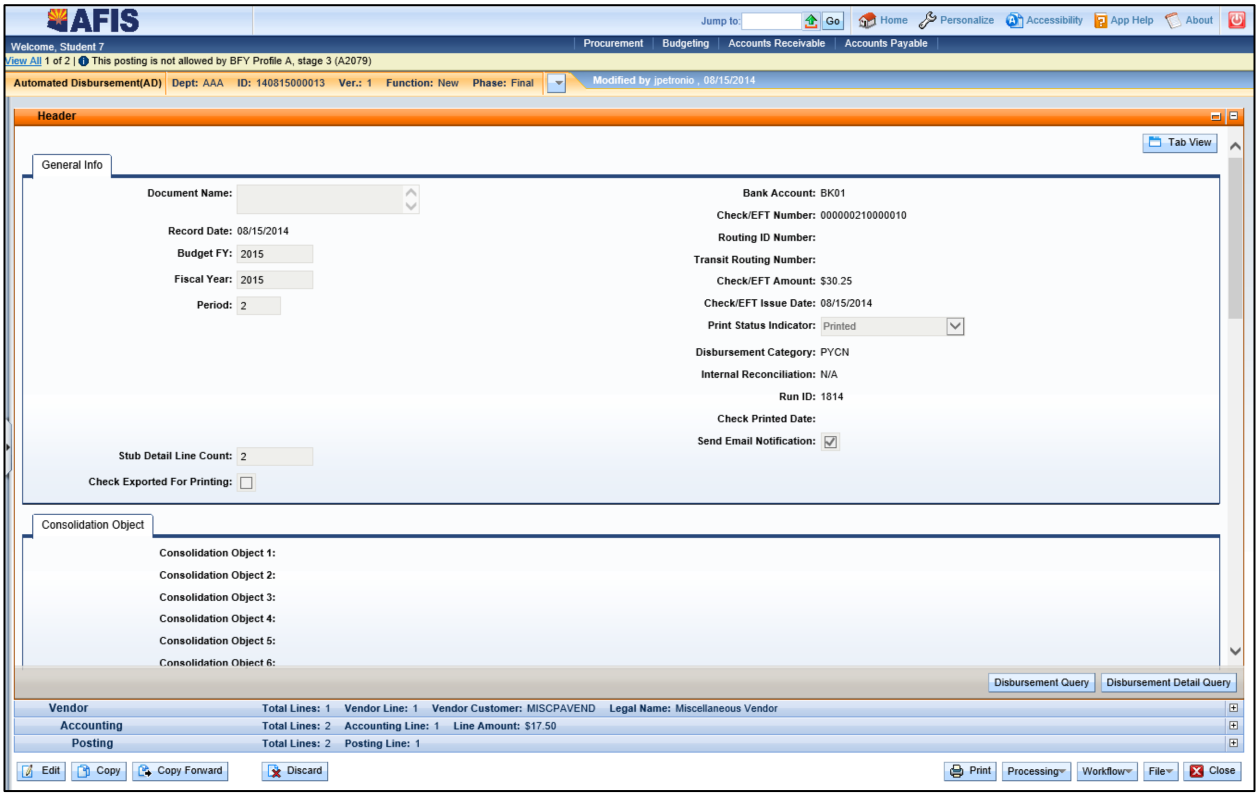
In this example, there are three vendor lines. To switch between vendor lines, click the **Quick Switch** icon to open the Quick Select Row box; and then select a different line and click **OK**. The current accounting line will apply to the newly selected vendor line. The section headers show which accounting line is being viewed in the summary information.



Tab View/List View

Most documents are presented in the Tab View allowing users to see all of the tabs within a section at once. Change to view the tabbed items in a List View, which displays the content in list form further down the page. Use the List View/Tab View buttons to toggle back and forth.

When in Tab View the button displays List View. When in List View, the Tab View button is displayed. The same information is displayed; it is just laid out differently on the screen. While in Tab View, click on each tab, to view the contents for that tab. While in List View, scroll down to see all of the content.

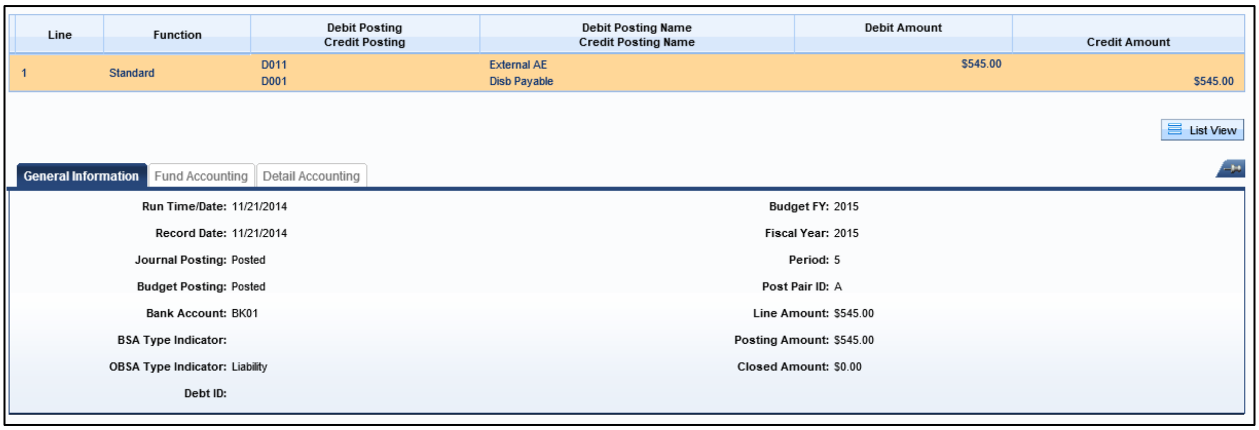


Push Pin (Toggle Scalar OnDemand)

The Push-Pin icon  allows the user to pin the scalar fields in place. The Push-Pin angled in the upright position indicates that the scalar will remain open allowing you to switch between lines in the grid to see the detail. When the Push-Pin is clicked, the scalar section is closed.

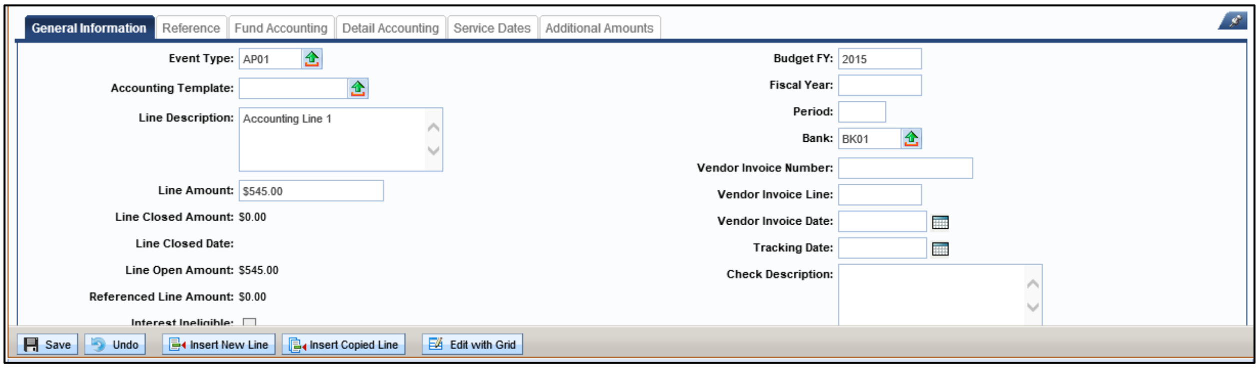
Eye Icon (Show Details)

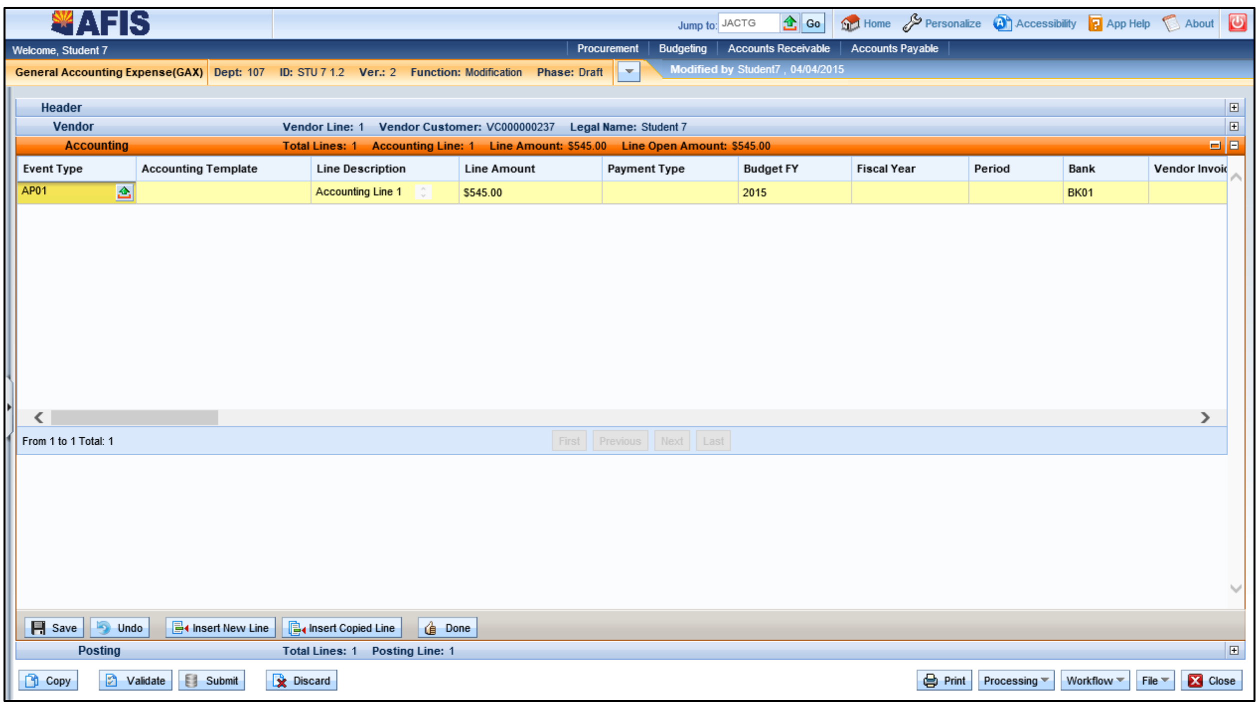
With the scalar section closed, click the Eye Icon (Show Details) to display the selected line in the scalar section, with only the selected line in the grid. The Push-Pin displays horizontally. Click the horizontal Push-Pin to show all the lines in the grid and change the Push-Pin back to angled, showing the classic AFIS grid-scalar view.



Edit with Grid

The Edit with Grid feature enables the lines in the grid portion of the screen to be edited in spreadsheet view. Use the Tab key to move from field to field while in the Edit with Grid mode. You can also right-click on a line to open a menu for additional actions.

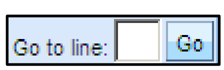




Click the **Done** button to return to the grid view.

Go to Line

To view a specific line in a section, use the Go to line field. The Go to line field is located below the grid in each document section and allows the user to jump to a specific line in the section.



Document Level Actions

The action buttons located at the bottom of the screen are used to modify, print, or discard documents.

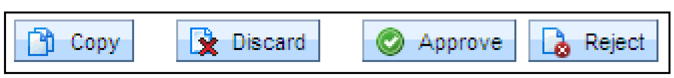
The options on the left side of the Document Action Bar change depending on the phase of the document.

A Draft document includes the following buttons:

- **Edit** – Allows data to be updated, once in Edit mode the Edit button will disappear.
- **Copy** – Create a new document of the same document type containing the same field values, from an existing document (for example, Receivable to a Receivable).
- **Validate** – Checks the entered information and selections against the business rules for the document and displays any error messages, but does not process the document.
- **Submit** – If no approvals are required, processes the document; if approvals are required, then submits the pending document to the appropriate approver(s).
- **Discard** – Removes document from system.

A document in Pending phase includes the following buttons:

- **Copy** – Create a new document from an existing document containing the same field values.
- **Discard** – Although this is a visible button, this option is not allowed. Pending documents cannot be discarded. They must first be rejected; this moves the document back to a Draft phase. Then users are able to discard the document.
- **Approve** – For the approver, this applies approval to the document.
- **Reject** – For the approver, this indicates that the document is not approved. This will return the document to the Draft phase.



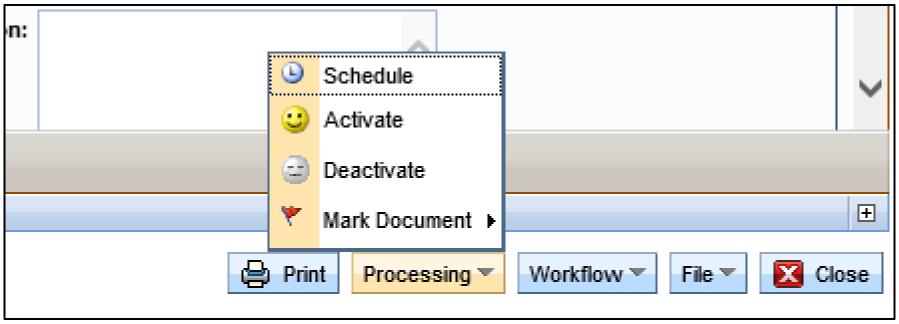
A document in Final phase includes the following buttons:

- **Edit** – Modifies or cancels a document. Not all documents can be modified or cancelled.
- **Copy** – Creates a new document from an existing document containing the same field values.
- **Copy Forward** – Creates a new document referencing an existing document.
- **Discard** - Changes document function to Cancellation which requires approvals; however, not all documents can be discarded when in a Final phase.

Processing Menu

The Processing Menu contains the following actions:

- Schedule
- Activate
- Deactivate
- Mark Document



Schedule

Schedule is used to request overnight processing of a document. To use the Document Catalog to request overnight processing, select the box next to a document, click the **Action Menu**, then click **Schedule**.

Activate

This selection activates a document that was previously deactivated. Two activate options are provided within AFIS. One option allows the document to be reactivated immediately; the other option allows scheduling the date and time for the document to be reactivated. The action can be invoked from either the Document Catalog by using the Action Menu or from within an open document through the Processing Menu. To schedule an activation from within the Document Catalog select the box next to the document then click the **Action Menu**, then **Scheduling Actions**, then **Activate**.

Deactivate

This selection deactivates a currently activated document. Two deactivate options are provided within AFIS. One option allows the document to be deactivated immediately; the other option allows users to schedule the date and time for the document to be deactivated. Once a document is deactivated, it can no longer be modified until it has been reactivated. The deactivate action can be invoked from either the Document Catalog by using the Action Menu or from within an open document through the Processing Menu. To schedule a deactivation from within the Document Catalog select the box next to the document then click the **Action Menu**, then **Scheduling Actions**, then **Deactivate**.

Mark Document

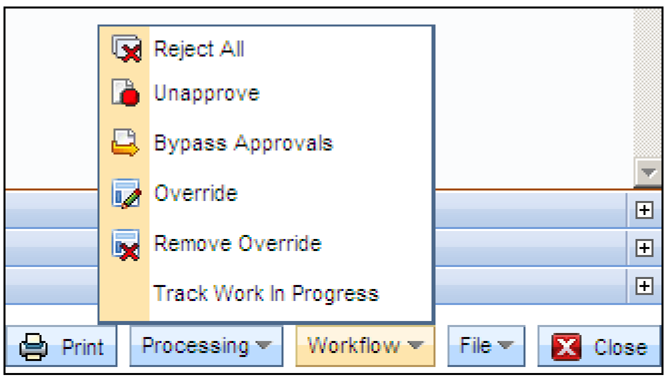
Mark Document is used to indicate whether or not the document is to be picked up by batch processing. The options are Ready (ready for processing) or Hold (not ready for processing). The action can be invoked from either the Document Catalog by using the Action Menu or from within an open document.

Workflow Menu

The Workflow menu contains several actions and options are based on a user's security level.

- Reject All
- Unapprove
- Bypass Approvals (this action is not available to most users)
- Override
- Remove Override
- Track Work in Progress

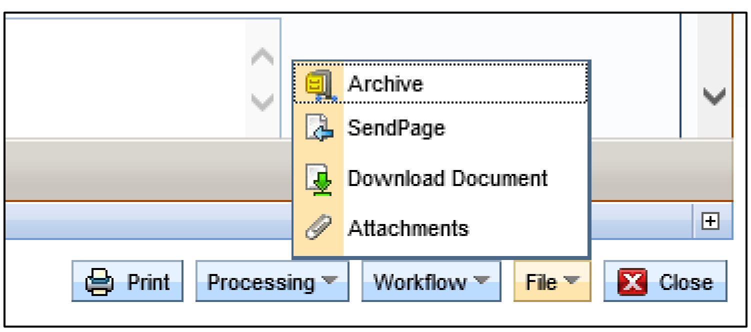
This functionality of the Workflow menu options are discussed in the Workflow and Approvals lesson.



File Menu

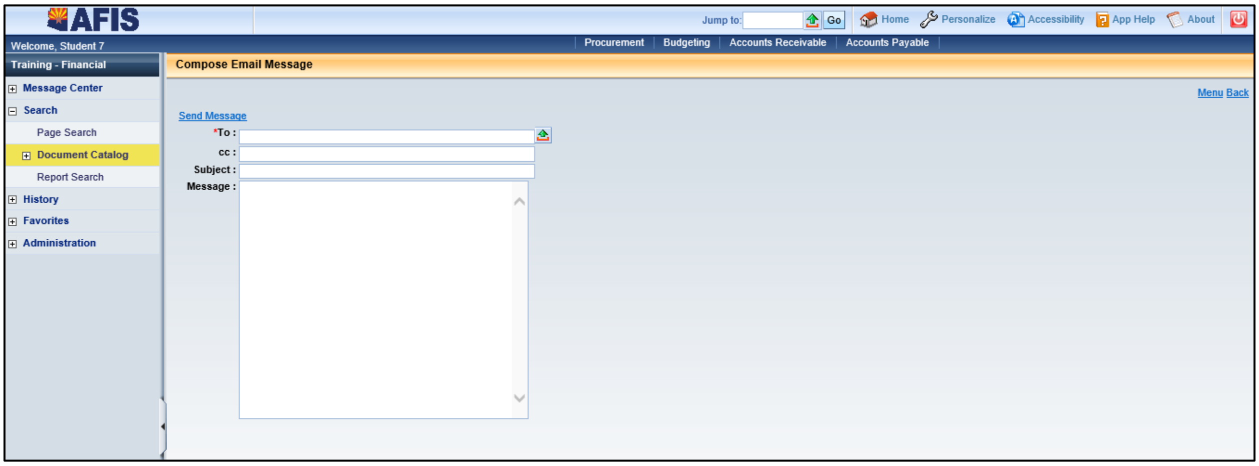
The File menu contains several actions.

- Send Page
- Download Document
- Attachments



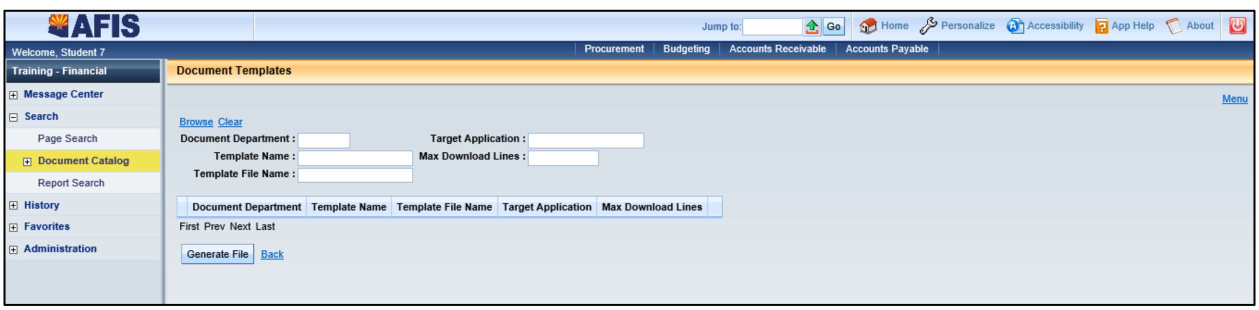
Send Page

Document information can be emailed to other people. When selected, users are presented with a Compose Email Message page. Users may use the pick list associated with the To field to retrieve email addresses of users to share the document information with.



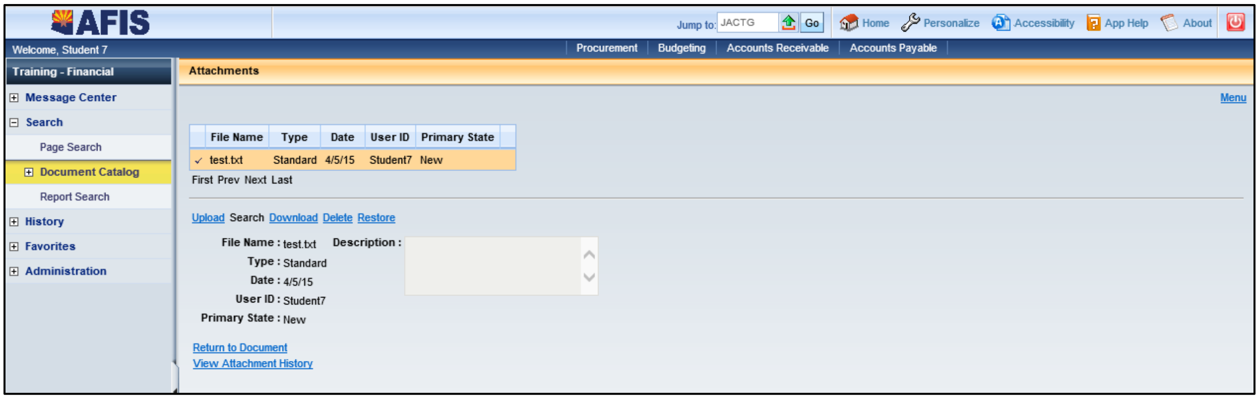
Download Document

Download Document allows users to download data from any AFIS document into a user-selected template (for example a Microsoft Excel spreadsheet), which can then be saved as an external file for use outside of AFIS.

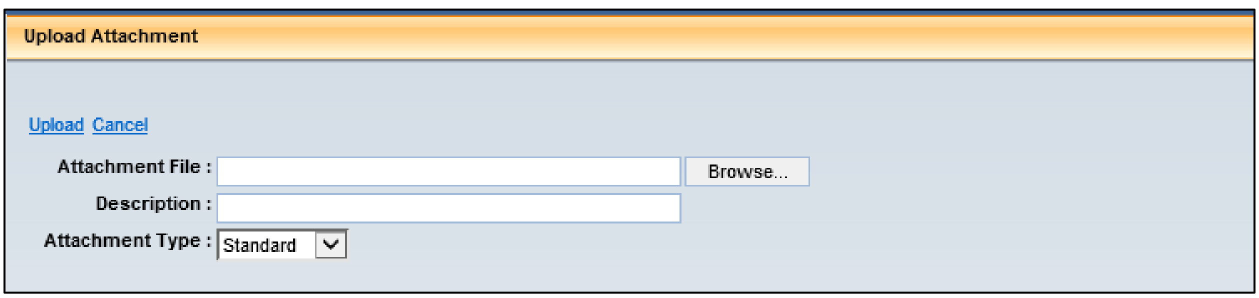


Attachments

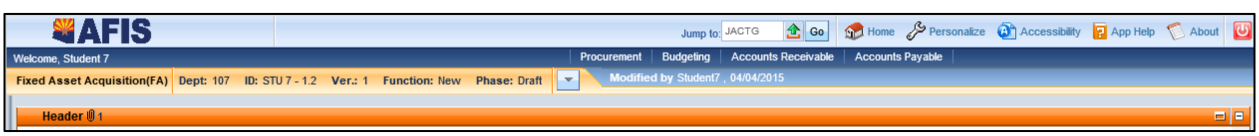
Attachments allow users to attach one or more files to the currently selected component of an open document. When selected, users are presented with a page presenting options to add, delete, or view document attachments. If the document is not opened for update, only viewing of a document's attachments is allowed. Attachments are commonly used on Fixed Asset documents.



To add an attachment, click **File** and then **Attachments**. The Attachment page opens allowing users to browse for the item to be uploaded. From the Attachments page, users can upload, download, delete, or restore attachments.



Once the document is attached, a Paper Clip icon and a number 1 are displayed on the section header and the line. The number on the section header is the total number of attachments for that section; whereas, the number on the line is only attachments associated with that line.



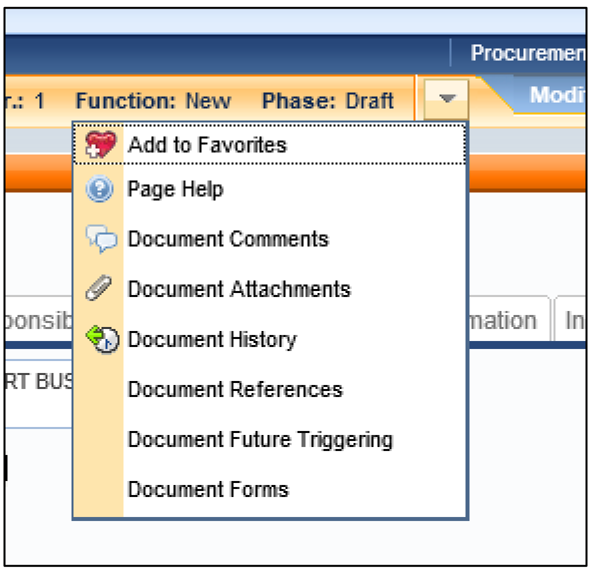
Close

Close exits the currently opened document. A draft document will be saved when closed. Other documents will not automatically save changes when closing.

Document Menu

The Document Menu can be accessed only from within a document and is located in the document title to the right of the Phase. When selected, the following options are available:

- Add to Favorites
- Page Help
- Document Comments
- Document Attachments
- Document History
- Document References
- Document Future Triggering
- Document Forms



Add to Favorites

Favorites is a list created by the user, specifically for the user; it is available in the Secondary Navigation Panel. The Favorites list allows users to navigate to frequently used pages and documents. Open the Document menu, then click **Add to Favorites** to add the document to the list of Favorites.

Page Help

Page Help provides a description of a particular page in AFIS. Page Help can also be accessed through the Right Click menu.

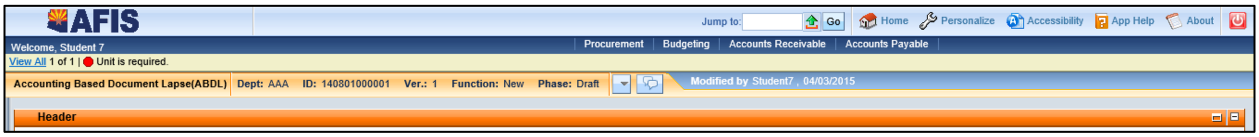
Document Comments

The Document Comments page displays comments associated with the selected version of the document and those comments affiliated with previous versions. Use this command to add a comment or view previously entered comments. For example, an approver could reject the document and create a comment including the reason for the rejection.

In the grid, the version link for each comment allows users to access historical versions of the document.

Create a New Comment – Steps

1. Click **Insert** (the document identifier information auto-populates).
2. Enter the Subject and Comment.
3. Click **Save**.
4. To return to the document, click **Back**.
5. The Comment icon is displayed next to the Document Menu.

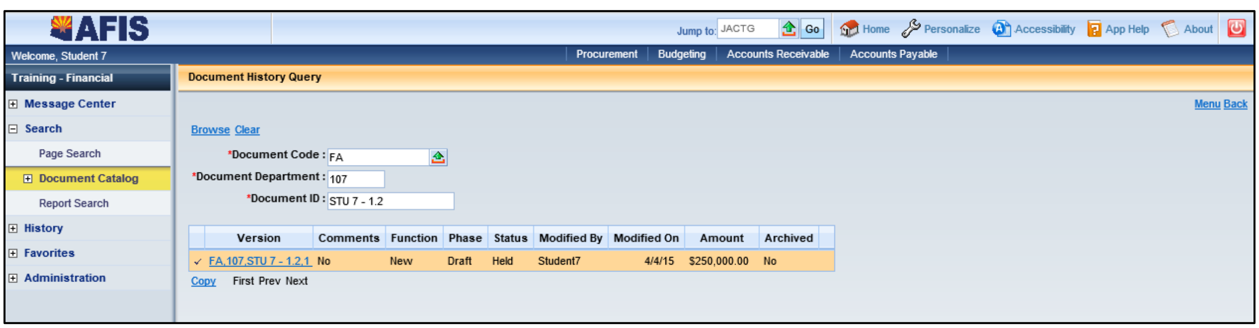


Attachments

Use the Document Attachments command to view all attachments to the document. A Paper Clip icon displays in the section header and line header, when an attachment exists on a document.

Document History

Select Document History from the Document Menu to display the Document History Query. The page lists all the document versions for the open document. Once users have opened the Document History Query, users can access a specific document. Scroll through the list of documents in the grid provided, then select the line corresponding to the document to open.



Document Referencing

Select Document References from the Document Menu in order to track the various document chains that are created as part of the normal business process. These chains relate activity performed on one document to the activity performed on a second referencing document. The Document Reference Query provides one central storage location for all document referencing done in the system.

If users select **Backward Reference**, then all Final phase documents that the selected document has referenced will be displayed. If users select **Forward Reference**, then Final phase documents that have referenced the selected document are displayed. Users can select the **Back** link at any time, to return to the prior page.

Next Reference Step allows users to navigate through the list of documents in the grid provided and then select the line of the document of interest. Once users have selected the document line, select **Next Reference Step**, in order to place the selected document's identification information in the fields at the top of the query.

Document Future Triggering

Document Future Triggering is covered later in this lesson.

Document Forms

Select Document Forms from the Document Menu to view previously printed forms. The document identifier information is auto-populated. The View Forms page allows users to easily access system-generated Adobe PDF forms from within AFIS.

Document Icons

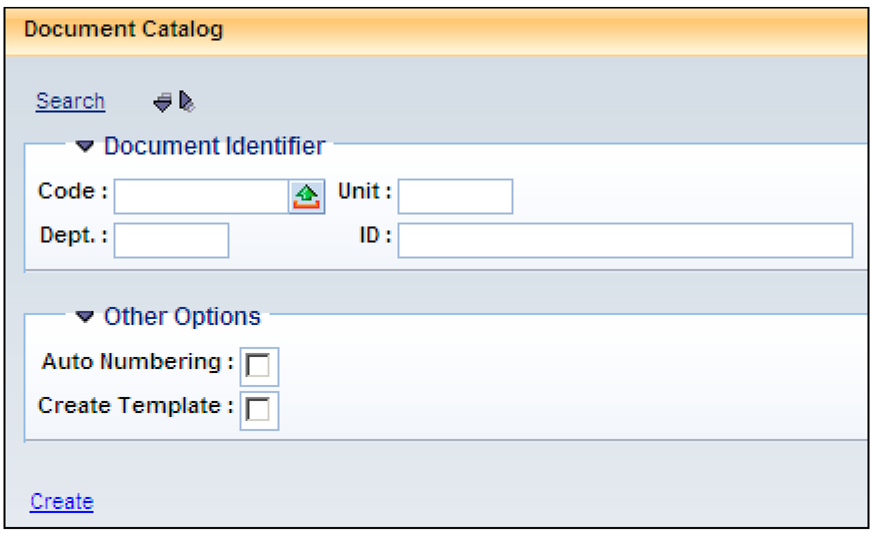
When working in a document, users can use short cut icons to save data entry time:

- Click Insert New Line to add a new blank line to your document.
- Use the Trash icon  to remove lines from a document.
- Use the Copy icon  to copy a line. Paste the line by using the Insert Copied Line command.

When you are creating a document with many similar lines, copy one of those lines (using the Copy icon) and paste it (using the Insert Copied Line) into the document. Then, update only those parts of the line that are different.

4.4. Using the Document Catalog

There are several ways to create a document, but the most common way is by using the Document Catalog.



Enter the Document Identifier information including the **Document Code**, **Department**, and **Unit** (optional), select the **Auto Numbering** checkbox, and click **OK**.

The document opens in draft form allowing users to begin data entry. When the document is created, a new Document ID is generated. The document is shown as Ver: 1 Function: New Phase: Draft.

Activity 4.4
Create a Document

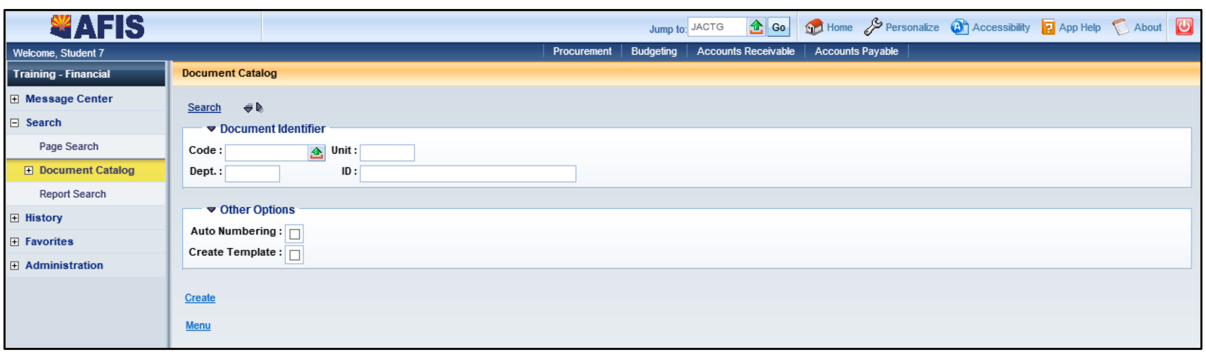
Scenario
Create a Receivable (RE) document from the Document Catalog.

Setup
✓ User is logged into the AFIS Home Page.

Steps

A. Access the Document Catalog.

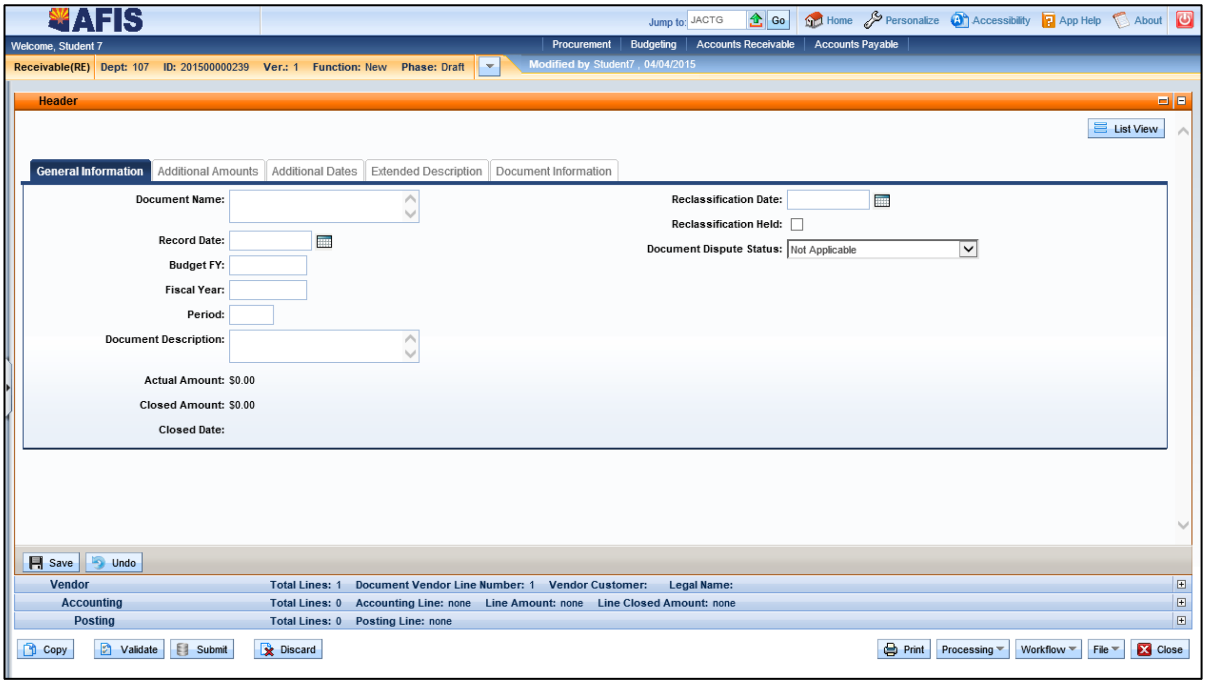
1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. Click **Create**.



B. Create the RE document.

1. In the **Code** field, enter ***RE***.
2. In the **Dept** field, ***enter* the data from *your student data card***.
3. Click the **Auto Numbering** check box.
4. Click **Create**.

5. Make a note of the document ID number returned. **Doc ID:** ___________________________



C. Complete the Header component.

1. In the **Document Name** field, enter **the data from *your student data card***.

2. In the **Document Description** field, enter **the data from *your student data card***.

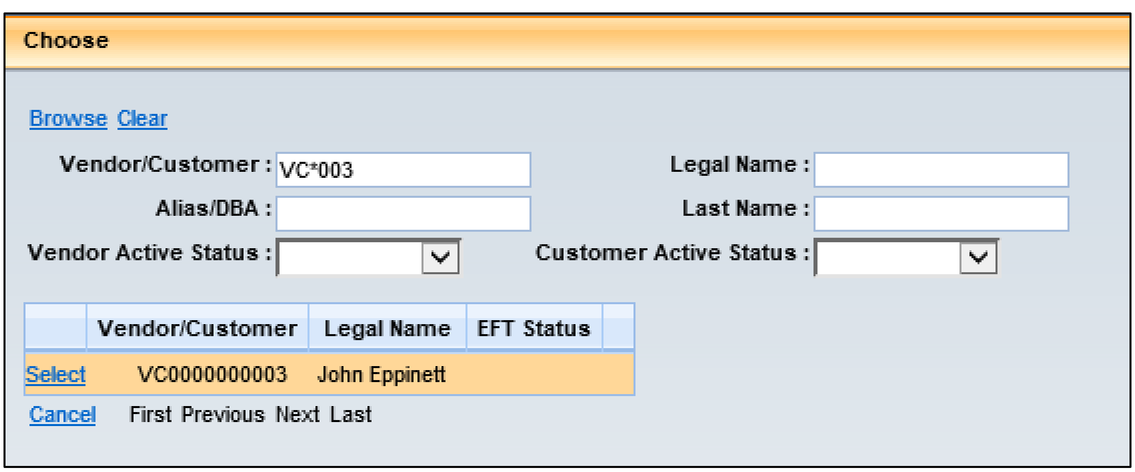
D. Complete the Vendor component.

1. Click the **Vendor** component of the RE document.

2. Select the **Vendor Customer** picklist.

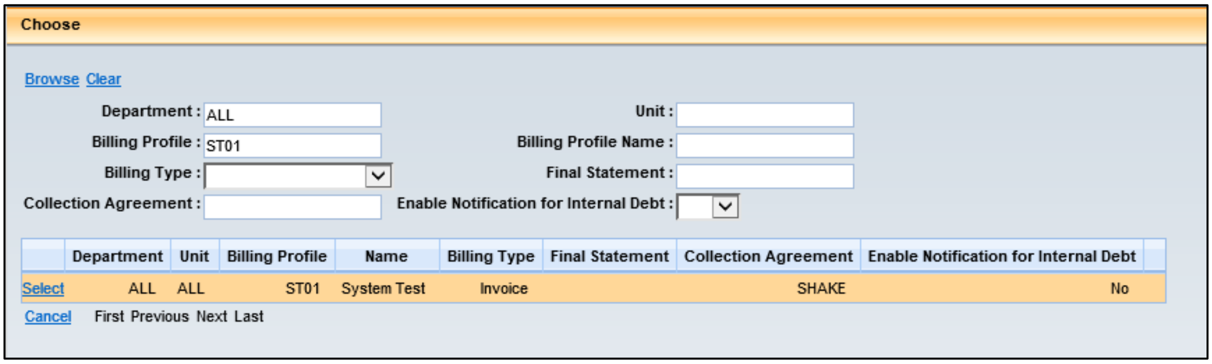
3. In the **Vendor/Customer** field, enter ***VC*003.***

4. Click the **Select** link for **VC0000000003 (John Eppinett)**.



5. Select the **Billing Profile** picklist.

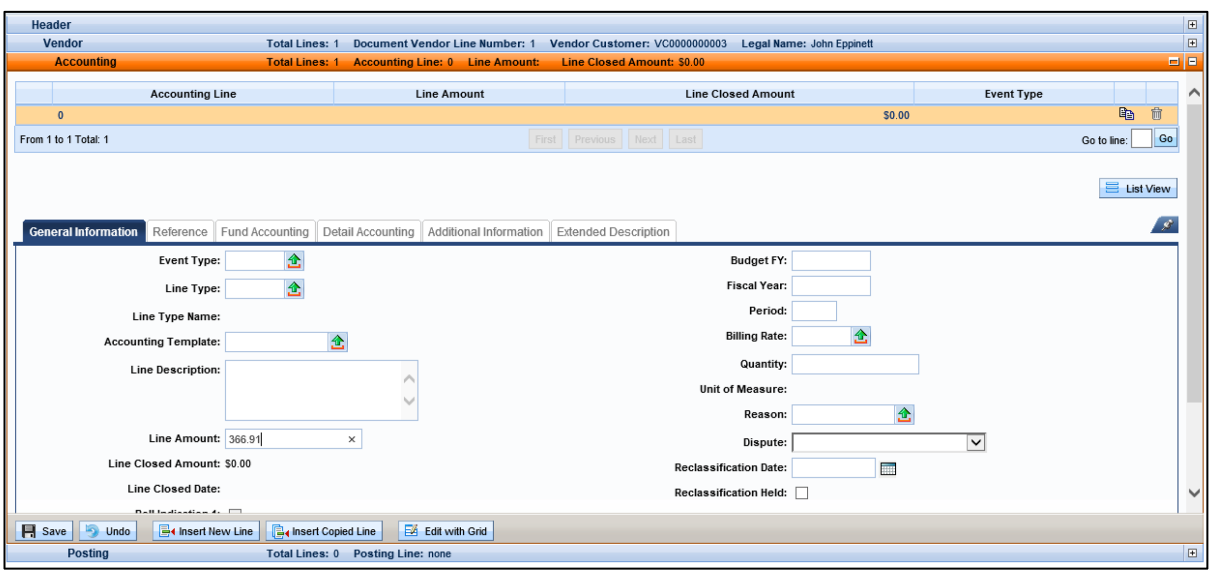
6. In the **Department** field, enter ***ALL***.
7. In the **Billing Profile** field, enter ***ST01***.
8. Click **Browse**.
9. Click the **Select** link for the Billing Profile displayed.



10. Click **Validate**. A message is generated reminding you that an Accounting Line needs to be added.

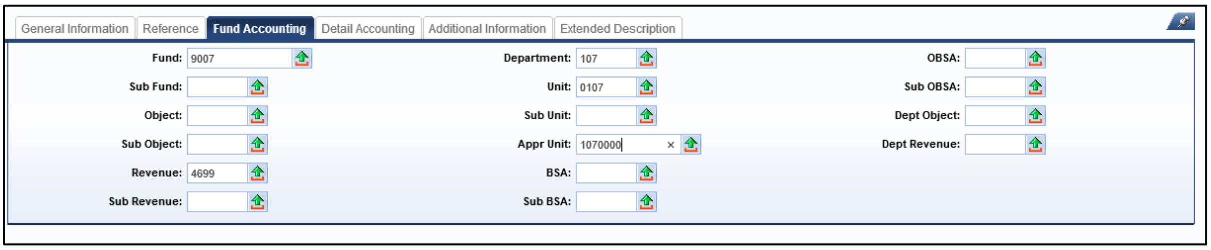
E. Complete the Accounting component.

1. Click the **Accounting** component of the RE document.
2. Click **Insert New Line** to add a new Accounting Line.
3. In the **Line Amount** field, enter ***366.91***.

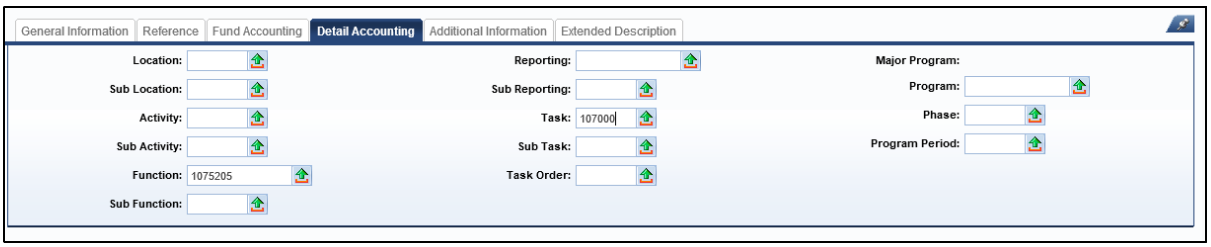


F. Complete the **Fund Accounting** tab:

1. In the **Fund** field, enter **the data from *your student data card***.
2. In the **Revenue** field, enter ***4699***.
3. In the **Department** field, enter **the data from *your student data card***.
4. In the **Unit** field, enter **the data from *your student data card***.
5. In the **Appr** Unit, enter **the data from *your student data card***.



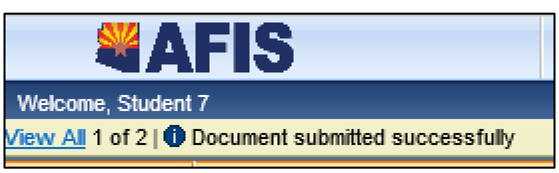
6. Go to Detail Accounting.
7. In the **Function** field, enter **the data from *your student data card***.
8. In the **Task** field, enter **the data from *your student data card***.



G. Validate and submit the document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully**."

2. Click the **Submit** button to submit the document for approval, after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully**."

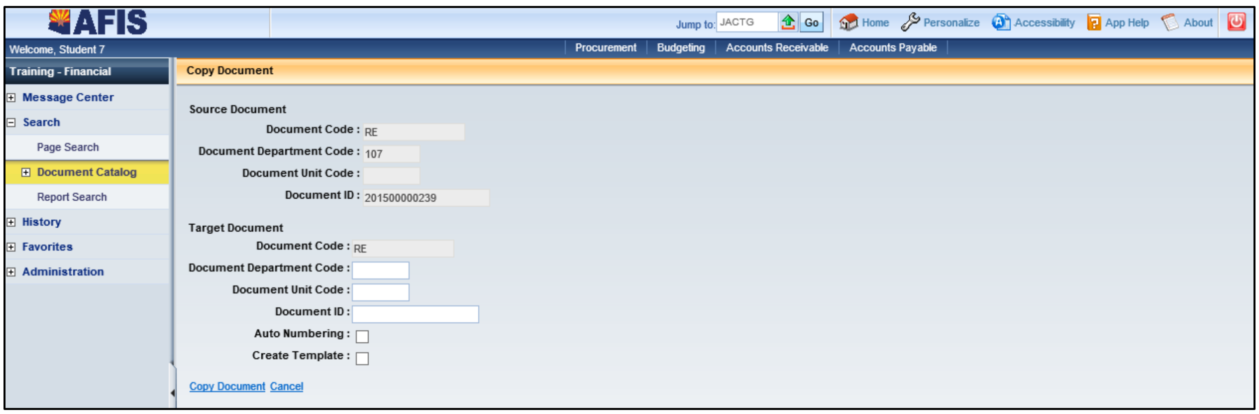


3. Click **Home**.

4.5. Copy a Document

Copy Document allows users to create a new document from an existing document with the same field values.

Users can copy a document either by locating and opening the original document or from the Document Catalog. To copy from the source document, click the **Copy** button. To copy a document from the Document Catalog, search for the document to copy and select the check box next to the desired document, then click **Copy**.



The Source Document field automatically populates on the Copy Document page. Enter the **Document Department Code**, **Document Department Unit** (optional), and select **Auto Numbering**, and then click **Copy Document**. The copied document opens in Draft form.

Once the source document has been copied into the new document, users have the ability to modify the information, before validating and submitting the copied document. The source document phase can be any of the possible phases: Draft, Pending, Final, Historical, Conflict Draft, or Template.

Activity 4.5
Copy a Document

Scenario
Bill a customer for the same services previously billed last week. In order to save time, copy the previous Receivable (RE) document from the Document Catalog.

Setup
✓ User is logged into the AFIS Home Page.

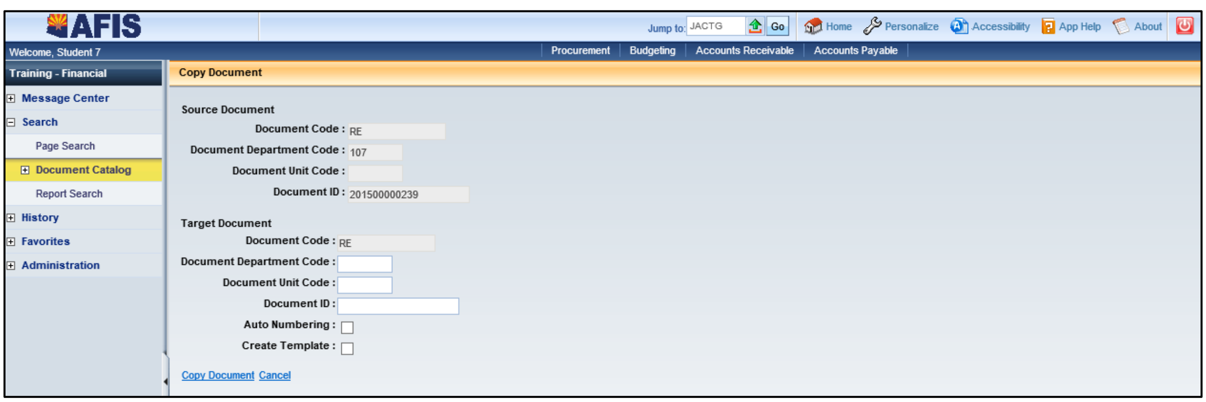
Steps

A. Access the Document Catalog.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.

B. Search for the document and mark it to copy.

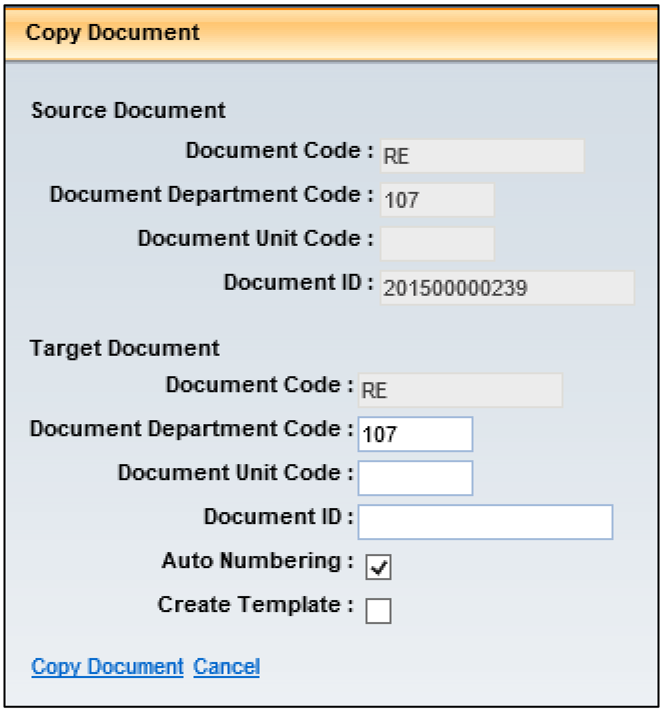
1. In the **Code** field, enter ***RE***.
2. In the **Dept.** field, enter **the data from *your student data card***.
3. Click **Browse**.
4. Click the check box next to the returned document from the prior exercise.
5. Click the **Copy** link.



C. Enter the Target Document information.

1. In the **Document Department Code** field, enter **the data from *your student data card***.
2. Click the **Auto Numbering** check box.

3. Click **Copy Document**.



4. Make a note of the document ID number returned. **Doc ID:** ___________________________

Note: This ID number will be used to reference this document in the next activity.

D. Validate and submit the RE document.

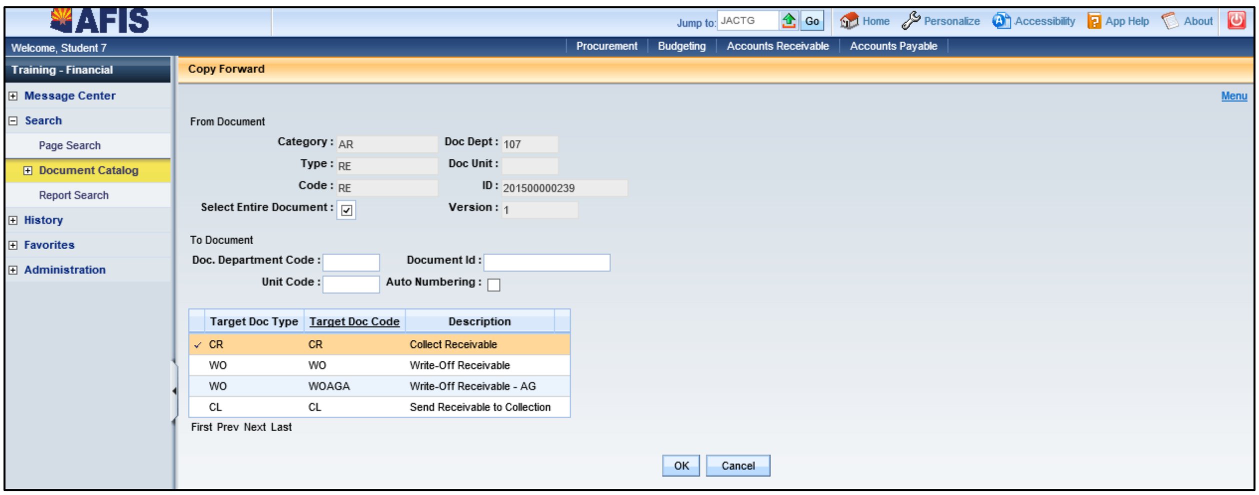
1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully**."
2. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully**."
3. Click **Home**.

4.6. Copy Forward

Copy Forward enables a user to copy pertinent information from an existing document into a new document type, in order to reference or liquidate the source document. This function expedites data entry and simplifies referencing between documents with a large number of lines.

For example, an Accounts Receivable clerk needs to authorize receipt of money for an existing Receivable (RE). By clicking the Copy Forward button in the Receivable document, AFIS automatically generates a Cash Receipt (CR) liquidating the Receivable. All of the Receivable's pertinent information, from the Vendor Code down to the Outstanding Balance, is carried forward into the generated Cash Receipt document.

Users can also indicate the entire document or specific lines to be copied forward. Click the **Select Entire Document** check box to indicate the entire document. Or on the source document, choose individual components to be copied forward and uncheck the Select Entire Document check box. For example, to copy forward only one accounting line to another document, select that particular line (CTRL + select that line) on the document, click the **Copy Forward** button, and then uncheck the Select Entire Document check box.



Attachments to an original document are not copied forward to a new document when using the Copy or Copy Forward feature. To include an attachment from the original document, download the attachment, make any necessary changes, then upload the attachment to the new document.

ACTIVITY 4.6
Use Copy Forward Functionality

Scenario

The Receivable (RE) entered in Activity 4.5 has been paid so the Cash Receipt (CR) needs to be created. In order to facilitate data entry, copy forward from the RE document to a CR document.

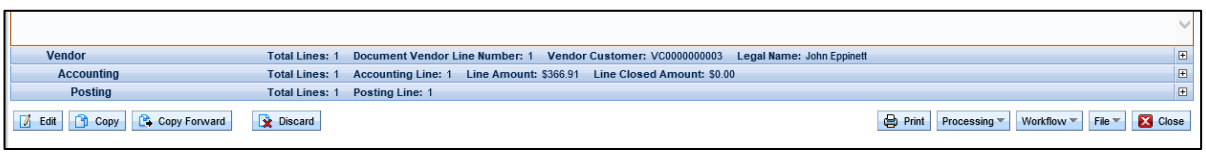
Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Search for the RE document on the Document Catalog.

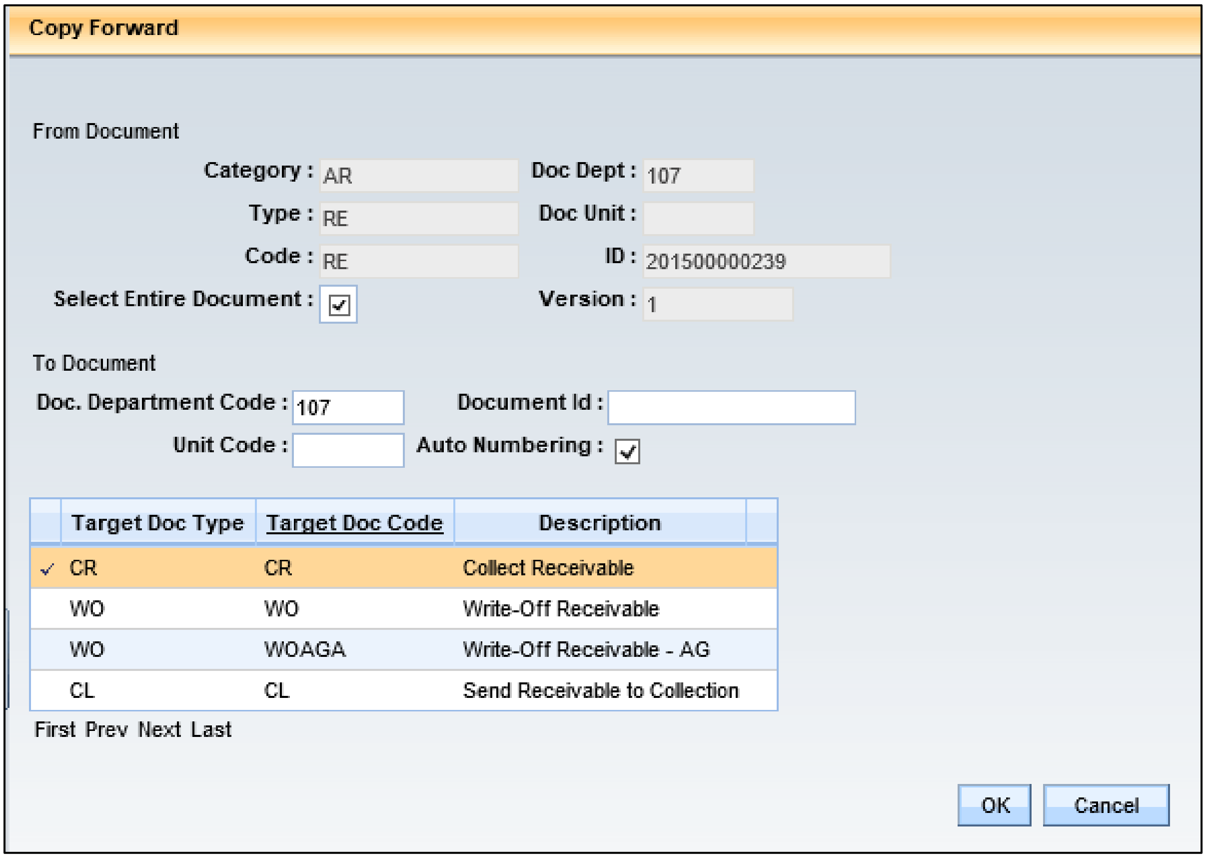
1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***RE***.
4. In the **Dept** field, enter **the data from *your student data card***.
5. In the **ID** field, enter the ***Doc ID that you wrote down in Activity 4.5.***
6. Click **Browse**. The search results display in the grid. Click the **Document** link to open the document.
7. At the bottom of the page, click **Copy Forward**.



B. Populate the fields in the To Document section of the Copy Forward page.

1. In the **Document Department Code** field, enter **the data from *your student data card***.
2. Click the **Auto Numbering check** box.
3. Select ***CR***.

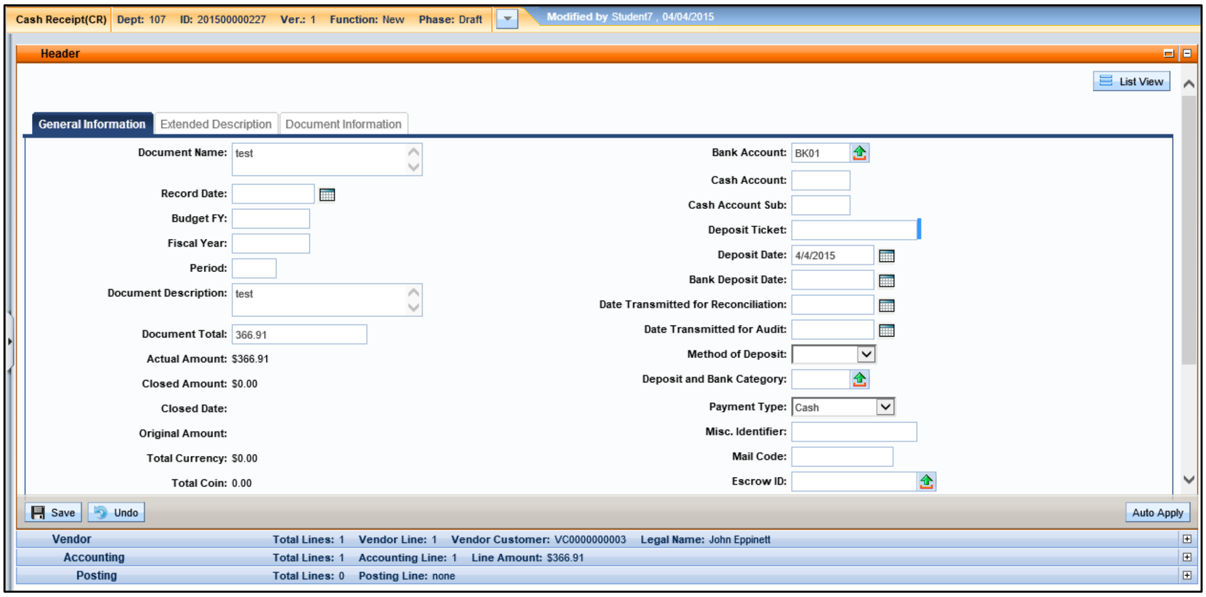
4. Click **OK**. The CR document is created.



C. Enter data in the General Information tab on the Header section.

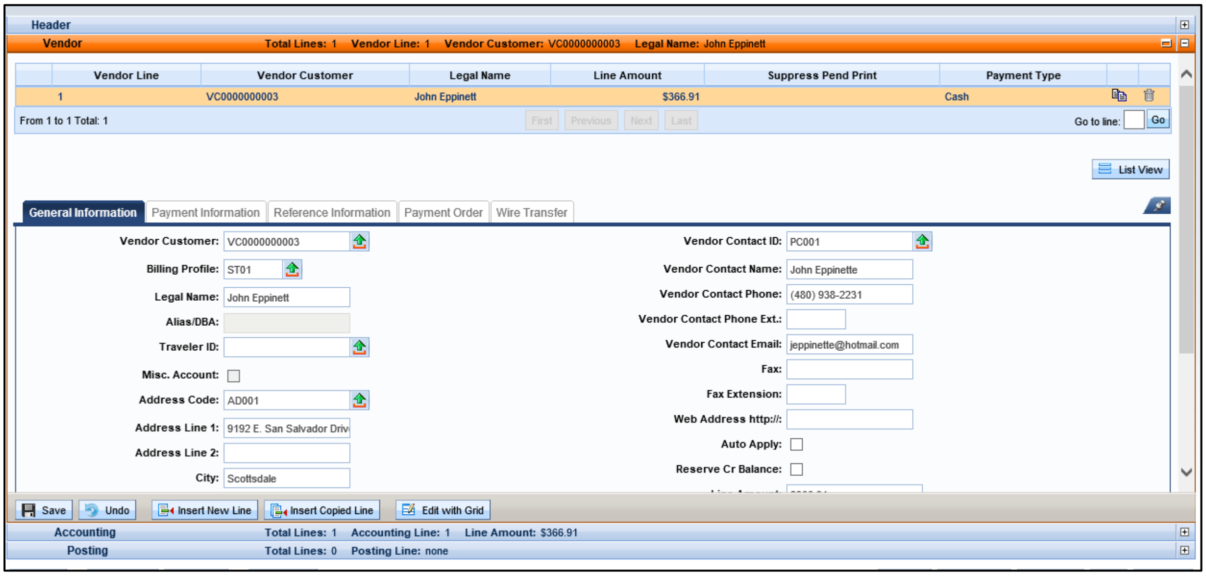
1. In the **Document Total** field, enter the actual amount of ***366.91***
2. In the **Bank Amount** field, enter ***BK01.***
3. In the **Deposit Date** field, enter ***today's date.***

4. In the **Payment Type field**, select **Cash**.



D. Verify the data that was copied forward into the Vendor section

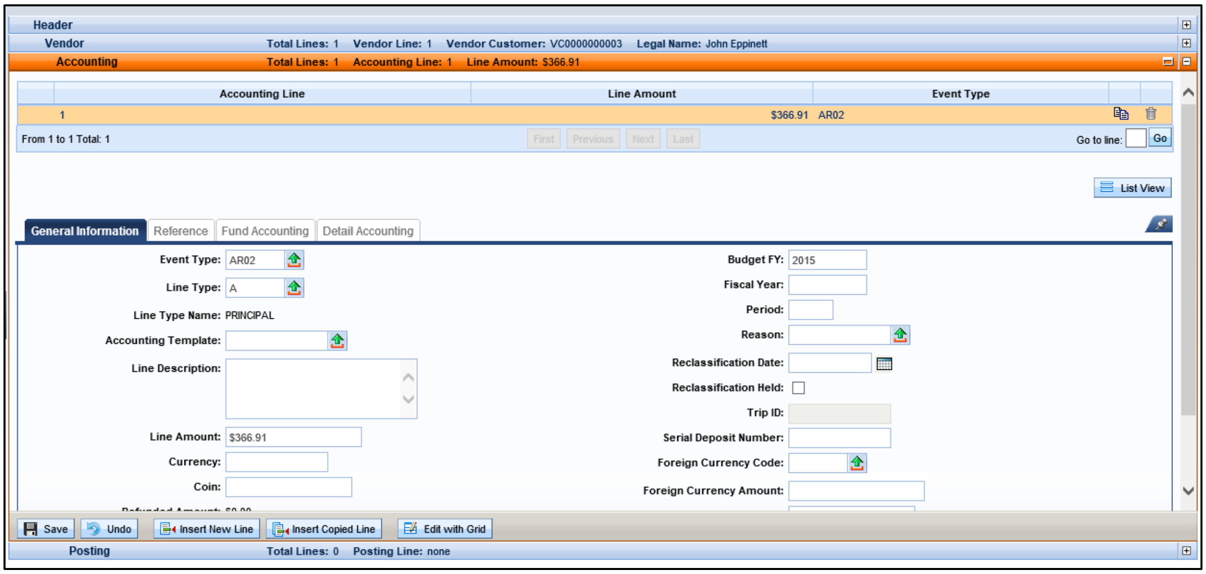
1. Click on the **Vendor** section.
2. Verify the data.



E. Verify the data the was copied forward to the Accounting section.

1. Click on the **Accounting** section.
2. Verify the data.

3. This CR document will liquidate the entire amount of the RE document.



F. Validate and submit the CR document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully**."

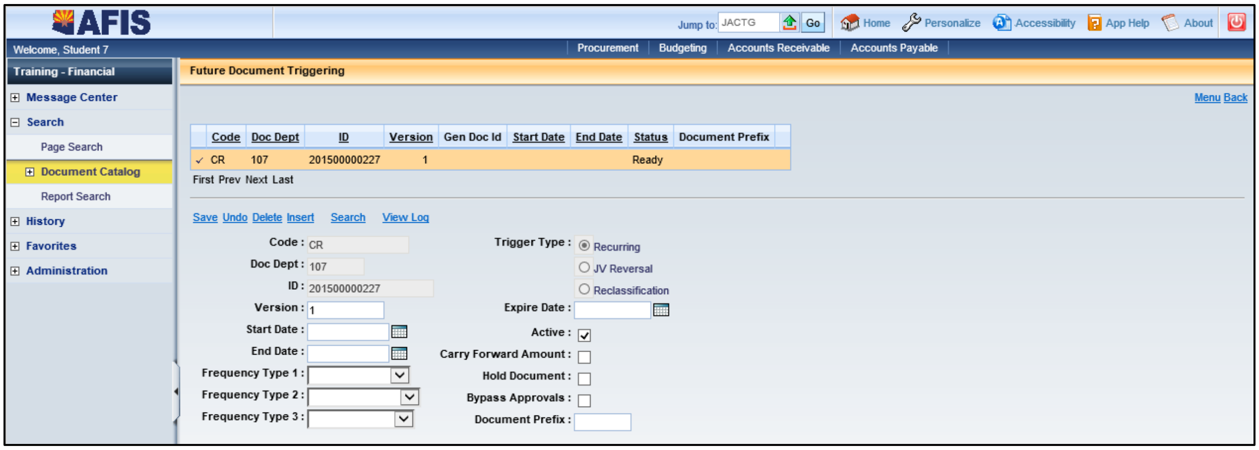
2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully**."

3. Click **Home**.

4.7. Future Document Triggering

Documents can also be created using the Future Document Triggering (FDT) table. Future Document Triggering allows users to set up, maintain, and trigger the creation of documents in the future, at a user-defined frequency (for example weekly, monthly or quarterly). Future Document Triggering can be used to create recurring payments, reversals, or reclassifications.

When users select Document Future Triggering from the Document Menu, the Future Document Triggering table opens. Click **Insert**, and the document identifier fields, including the Doc Code, Doc Dept, Doc Unit, and Doc ID automatically populate. Users can also access the FDT table from Page Search and Jump to; however, the document identifier fields are not automatically populated when you click Insert.



When creating the future document for recurring documents, the new document is usually a copy of the original document. For reversals (journal voucher reversal) and reclassifications (unearned revenues in accounts receivable), the future document is not a straight copy. A reversal is a copy of the original with debit and credit amounts reversed. The reclassification is a modification document to copy the open amount of the unearned line into a new accounting line that is earned, and close out the unearned line.

A chain job is run (usually as part of a nightly cycle) that generates the new documents from the records saved on the table.

ACTIVITY 4.7

Create a Future Document Triggering Record

Scenario

You are responsible for processing a Receivable (RE) document for a customer on a monthly basis. Create a record on the Future Document Triggering table, using the Receivable document from last month.

Setup

✓ User is logged into the AFIS Home Page.

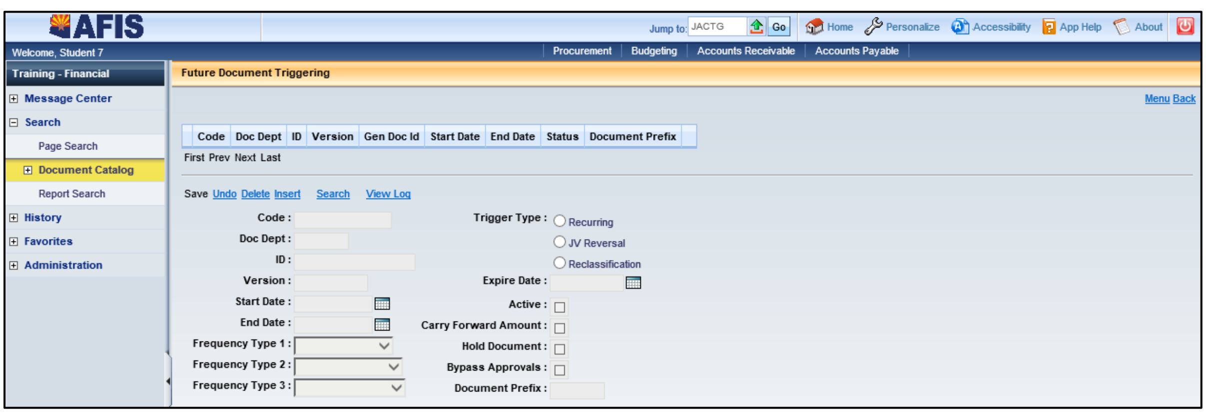
Steps

A. Access the Document Catalog and search for the document you want to use for the Future Document Triggering record.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***RE***.
4. In the **Dept**. field, enter **the data from *your student data card***.
5. In the **ID** field, enter ***the Doc ID that you wrote down in Activity 4.5***.
6. Click **Browse**.

B. Open the document and access the Future Document Triggering table.

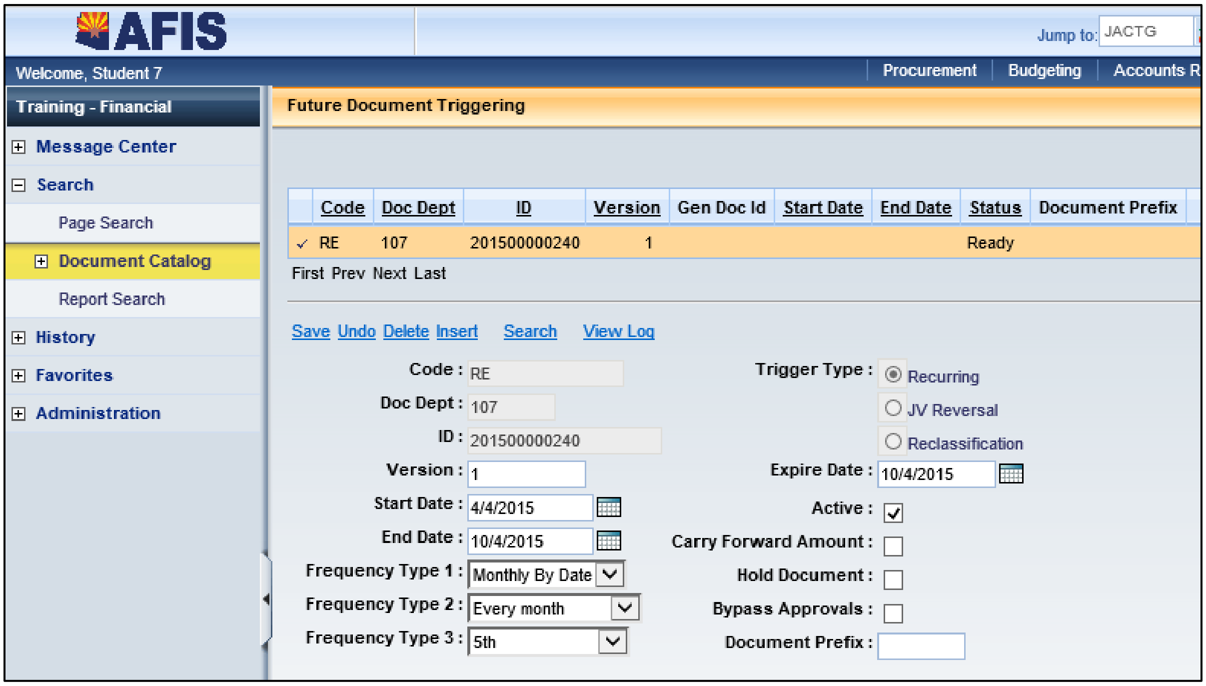
1. Click the **Document** link to open the RE.
2. Click the drop-down **Document Menu**, locating at the top center of the screen.
3. Click Document Future Triggering.



C. Create a record on the Future Document Triggering table.

1. Click **Insert**.
2. In the **Start Date** field, enter ***today's date***.

3. In the **End Date** field, enter a ***date six months from today's date***.
4. From the Frequency Type 1 drop-down, select **Monthly by Date**.
5. From the Frequency Type 2 drop-down, select **Every month**.
6. From the Frequency Type 3 drop-down, select **5th**.
7. In the **Expire Date** field, enter a ***date six months from today's date***.

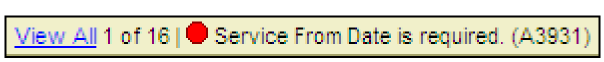


D. Save the record, return to the original document, and clear the desktop.

1. Click **Save**.
2. Click **Back**.
3. Click the **Home** icon in the Primary Navigation Panel to return to the Home Page.

4.8. View and Correct Document Errors

When users select Save, Validate, or Submit a document, AFIS performs a series of checks on the document. If AFIS encounters any errors, it displays a brief error message at the top of the page. If AFIS finds more than one error, the first error message is displayed along with the total number of errors. For example, 1 of 16 indicates that there are a total of sixteen error messages. To see all of the error messages, select View All. A scroll bar allows users to scroll down to view additional errors. Clicking the underlined portion of the error message will take the user to the section and tab that contains the error.



Error	PR_DOC_COMM	VEND Line 1 COMM Line 1	(Req. : 1 Avail. : 0)	Service From/To Date must be set as indicated on Document Control. (A1675)
Error	PR_DOC_COMM	VEND Line 1 COMM Line 1	---	Vendor Invoice Number is required. (A3931)
Warning	BUD_STRU_90_LVL_3	VEND Line 1 COMM Line 1 ACTG Line 1 PSTNG Line 1	---	New Budget Line created for the Decentral Expense - Dept Sub Object Budget Level (A2538)
Information	BUD_STRU_92_LVL_2	VEND Line 1 COMM Line 1 ACTG Line 1 PSTNG Line 1	---	New Budget Line created for the Central Expense - BFY/Fund/Dept/AU/Obj Level (A2538)

Error Types

Error messages have different severity levels. The levels are:

- **Informational** - For informational purposes only and does not affect whether a document is accepted to the next phase. All informational messages that occur during document processing are accumulated so users see all of the informational messages for that document version at one time.
- **Warning** - Does not affect whether a document is accepted to the next phase. Warnings are compared with the warning message from a previous validate or submit action. If there are any new warnings since the last time, the user is given the chance to review these warnings before the document is accepted to the next phase. The next time the document is submitted, the document is accepted to the next phase if there are no new warnings. All warning messages that occur during document processing are accumulated so users see all of the warning messages for that document version at one time.
- **Error** - The document is rejected and any updates or changes made outside of the document are not committed to the database. All error messages that occur during document processing are accumulated so the user can see all of the error messages for that document version at one time. In addition, the phase of the document remains at the Draft phase until the user fixes the document and validates or submits the document again.
- **Severe** - The processing is terminated immediately at that point. All updates or changes made to the document and made outside of the document are not committed to the database. Only the messages that occurred before the severe message and the severe message itself are displayed to the user for review.

Override Error Messages

An Override Error can be raised during document processing (validate or submit). This type of error message has a severity level of Error and an associated override level. Override error messages allow users to downgrade the message from an error to a warning, by applying the Override action to the document version with appropriate security. User override level, which is set up in security, needs to be greater than or equal to the override level that is set for the error message, in order for the message to be overridden.

4.9. Print a Document

AFIS has several printing functions. It has the ability to print checks, invoices, and other documents. Users select various print options before sending the actual print document request. These options include: the print job and resource to use, how many copies to print, and whether to print on both sides. When printing a document, attachments need to be printed separately. Print functions include:

- **Print an Open Document** – Print a document by selecting the Print button on an open document.
- **Print a Document from the Document Catalog** – Print a document by selecting the Action Menu, then Miscellaneous Actions, then Print.
- **Print Multiple Documents using the Batch Print Process** – Authorized users can print multiple documents of the same document code using the Batch Print Process.

Print an Open Document – Steps

1. Search for and open the document to print.
2. Click the **Print** button.
3. Select the print settings.
4. Click **Print**.

Print a Document from the Document Catalog – Steps

1. From the Document Catalog, search for the document to print.
2. Click the check box for the document.
3. Click the **Action Menu.**
4. Click **Miscellaneous Actions**.
5. Click **Print**.
6. On the Print page, select the print settings.
7. Click **Print.**

Lesson Summary

In this lesson, you:

- Reviewed the lifecycle of a document
- Reviewed the use the Document Catalog
- Examined the document structure and layout
- Created a document
- Reviewed document errors
- Examined the document printing options

Check Your Progress

1. Which phase is a document in when the document has been tentatively accepted subject to approval rules?
    a. Draft
    b. Conflict Draft
    c. Pending
    d. Final
2. Funds are reserved prior to the final approval of a document.
    a. True
    b. False
3. Documents with this error type cannot be submitted to workflow?
    a. Warning
    b. Informational
    c. Error
4. A new document can only be created using the Document Catalog.
    a. True
    b. False
5. The Copy feature enables a user to copy pertinent information from an existing document into a new document type to reference or liquidate the source document.
    a. True
    b. False
6. If you close the Document Navigator, use the ___________________ feature to display the section headers to be able to navigate between sections.
    a. Maximize/Restore
    b. Tab View
    c. Quick Switch

5. Creating Templates

Learning Objectives

In this lesson, you will:

- Discuss a document template
- Create a document template
- Use a document template to create a new document

Lesson Overview

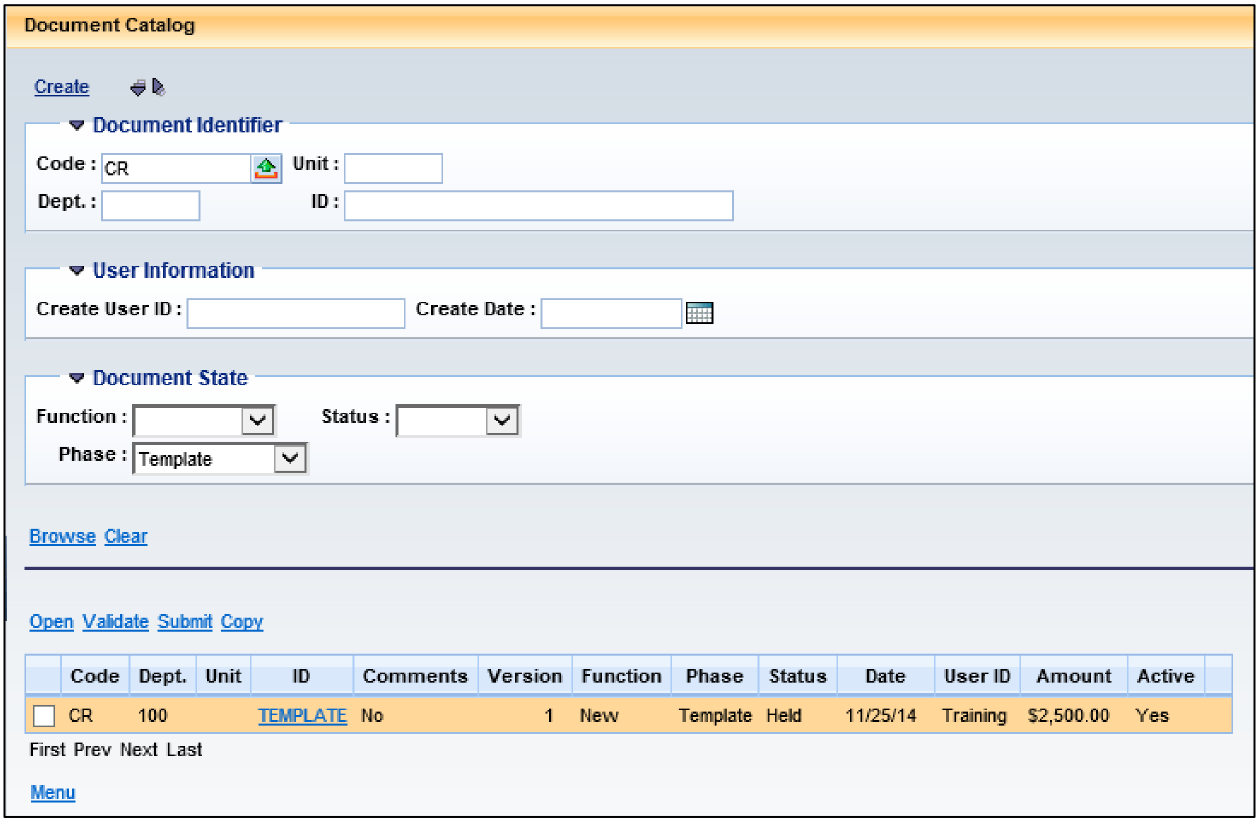
There are many ways to create documents. There are ways to simplify the process of document creation by using the tools available in AFIS. Understanding and utilizing these tools will make it easier to accomplish repetitive tasks more efficiently. In this lesson, users will learn about document templates.

To eliminate the need to enter the same data repeatedly, AFIS has Document templates that allow users to use a frequently-used document as a starting point for creating subsequent documents.

5.1. Document Templates

Most documents that can be created from the Document Catalog in AFIS can be created as templates to assist in future document creation. Document templates share the same structure and data entry fields as real documents, but no processing of the data is allowed. They always remain in the template phase.

When creating a document template, enter the data that is relevant for most of the documents created. Once users have created and saved the template, it can be used as the starting point for all future documents created, thereby eliminating the need to enter the same information each time.



Document templates are ideal for users or groups of users who repeatedly create documents with the same information, or for those users who infrequently enter documents and need a place to save the information that is needed for future work.

ACTIVITY 5.1
Create a Document Template

Scenario
Your department needs to process a lot of Receivable (RE) documents, create an RE template that can be used to save the basic information for new RE documents.

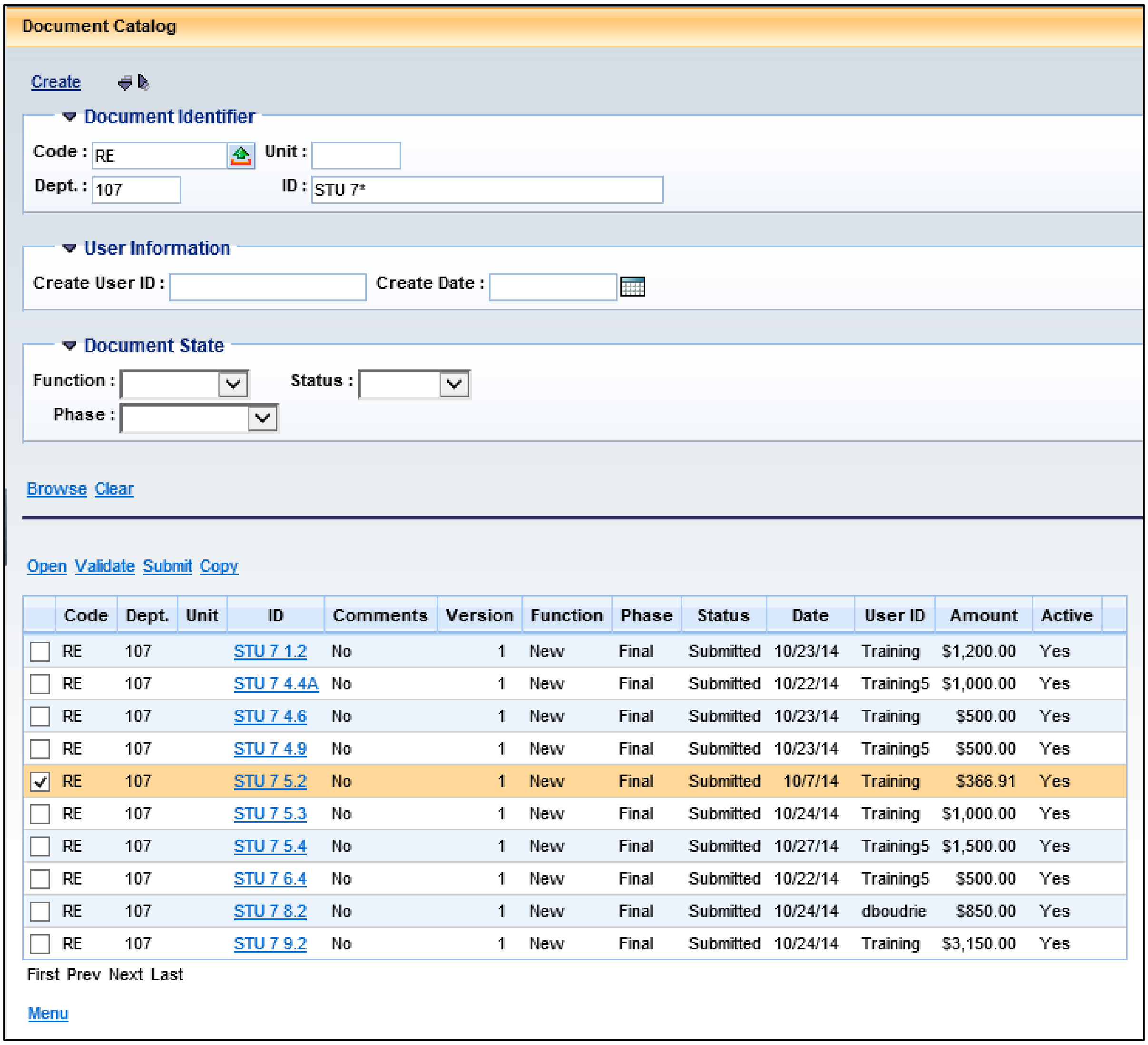
Setup
✓ User is logged into the AFIS Home Page.

Steps

A. Create the template.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***RE***.
4. In the **Dept** field, enter **the data from *your student data card***.
5. In **ID** field, enter **the data from *your student data card***.
6. Put a check mark next to the displayed document.

7. Select **Copy** link.



Document Catalog

Create

Document Identifier

Code : RE Unit :

Dept. : 107 ID : STU 7*

User Information

Create User ID : Create Date :

Document State

Function : Status :

Phase :

Browse Clear

Open Validate Submit Copy

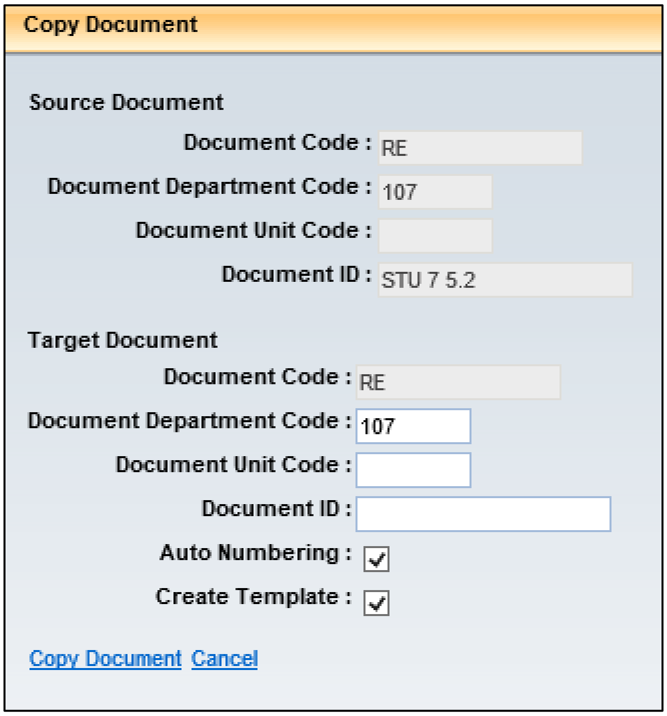
	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
☐	RE	107		STU 7 1.2	No	1	New	Final	Submitted	10/23/14	Training	$1,200.00	Yes
☐	RE	107		STU 7 4.4A	No	1	New	Final	Submitted	10/22/14	Training5	$1,000.00	Yes
☐	RE	107		STU 7 4.6	No	1	New	Final	Submitted	10/23/14	Training	$500.00	Yes
☐	RE	107		STU 7 4.9	No	1	New	Final	Submitted	10/23/14	Training5	$500.00	Yes
☑	RE	107		STU 7 5.2	No	1	New	Final	Submitted	10/7/14	Training	$366.91	Yes
☐	RE	107		STU 7 5.3	No	1	New	Final	Submitted	10/24/14	Training	$1,000.00	Yes
☐	RE	107		STU 7 5.4	No	1	New	Final	Submitted	10/27/14	Training5	$1,500.00	Yes
☐	RE	107		STU 7 6.4	No	1	New	Final	Submitted	10/22/14	Training5	$500.00	Yes
☐	RE	107		STU 7 8.2	No	1	New	Final	Submitted	10/24/14	dboudrie	$850.00	Yes
☐	RE	107		STU 7 9.2	No	1	New	Final	Submitted	10/24/14	Training	$3,150.00	Yes

First Prev Next Last

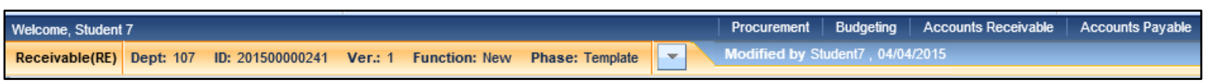
Menu

8. In the **Document Department Code** field, enter **the data from *your student data card***.
9. Check the **Auto Numbering** check box.

10. Check the **Create Template** check box.



11. Click **Copy Document**. The document opens in edit mode with a Phase: Template, allowing you to enter the data immediately (Data will not be entered in this activity).
12. Write down the ID number of the document: **Doc No:______________________________.**



*Note: Instead of counting zeros, use a wildcard to represent a string of zeros. For example: 54320000015 could be wrtten 5432*15.*

13. Click **Save**.

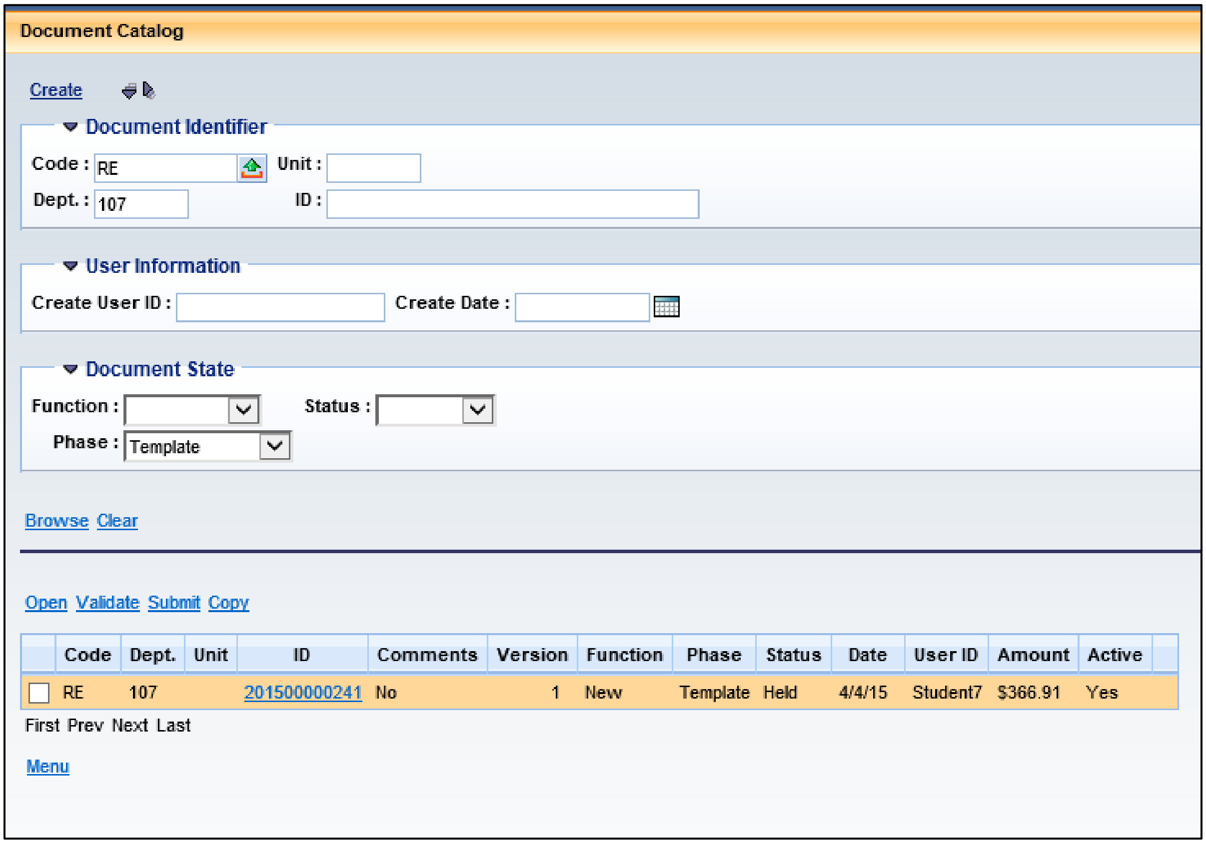
Note that you cannot validate or submit Document Templates.

14. Click **Close**.

B. Use the template you created to create a new RE document.

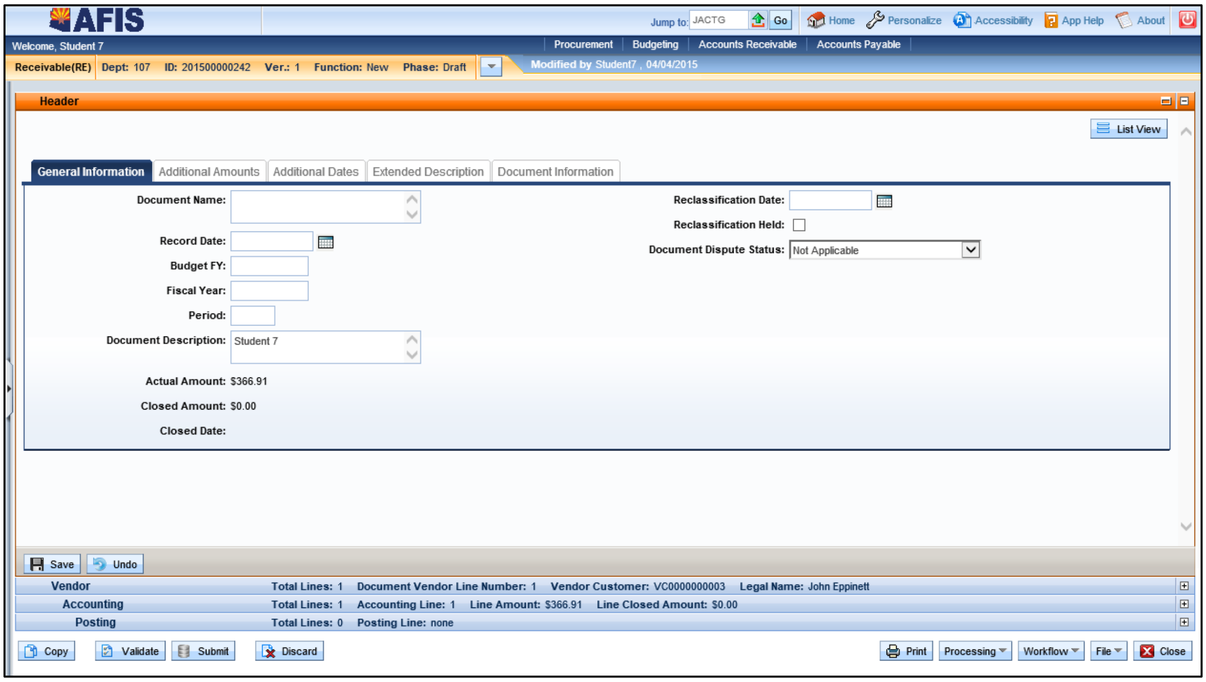
1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Document Identifier** section, in the Code field, enter ***RE.***
4. In the **Dept** field, enter **the data from *your student data card***.
5. Select the **Document State** section.

6. In the drop-down menu for Phase, select **Template**.
7. Click **Browse**.



8. Open the document.
9. In the RE template, click the **Copy** button.
10. In the **Document Department Code** field, enter **the data from *your student data card***.
11. Click the **Auto Numbering** check box.

12. Click **Copy Document**. A new document is created, allowing you to enter any additional data.



C. For this activity, we will discard the document.

1. Click the **Discard** button.
2. Click **OK**.
3. The template is still open. In the template, click the **Close** button.
4. Click **Home** to return to the Home Page.

Lesson Summary

In this lesson, you:

- Discuss a document template
- Created a document template
- Used a document template to create a new document

Check Your Progress

1. If a user manually enters a value, before or after document template values are inferred, the manual entry remains in the field when the document is validated.
   a. True
   b. False

6. Workflow and Document Approvals

Learning Objectives

In this lesson, you will:

- Review general workflow roles
- Access your personal worklist
- Access other roles (shared) worklists
- Identify workflow actions
- Approve a document
- Reject a document with comments
- Track document status

Lesson Overview

Document approval processing is a system of routing documents through workflow to one or more users for review/approval, prior to finalizing the document. Workflow provides the technical means of electronically routing documents to the next resource. In this lesson, the approver roles in workflow are discussed and various workflow actions are explained. Users also learn how to access their worklist, learn how to check if a document has been rejected, and learn how to track the status of a document.

6.1. Workflow Roles

Approvers can view the personal worklist and all role (shared) worklists assigned to in order to see documents requiring approval. When documents are submitted for approval they route to the workflow role worklist. From this worklist an individual approver can select a specific document and choose **Take Task.** This action moves the document out of the role worklist and places it into that approver's personal worklist. The functions of the approver are described below.

The approver with appropriate security rights can complete the following actions:

- Take a task from the role worklist
- Approve the document from the user worklist
- Unapprove or recall an approved document
- Reject a document with comments
- Return a document to the worklist
- Reassign documents to approvers
- Reject all levels of approval

- Manually route a document to an additional approver
- Apply an override to a document with errors to finalize it
- Remove an override to a document

An approver cannot approve their own documents. AFIS specific role names are not covered in this course.

6.2. Access the Worklist

A worklist is a listing of all documents assigned to a user which are awaiting approval. In addition to the personal worklist, users can also view worklists for each approval role granted.

To access the user worklist, click **Message Center** in the Secondary Navigation Panel, and then click **Worklist**. The Worklist page opens displaying the work items, with the user's name displayed in the Select Worklist field. User's worklists should be reviewed daily or more often, if required by department policy.

If users are a member of any other workflow roles, such as a department role, users will see that role displayed in the Select Worklist drop-down menu. Documents requiring approval are routed to the workflow role worklist, where approvers need to take the task and move the task into their personal worklist.

Access Workflow Role Worklist

Approvers may add additional tasks to the worklist from another workflow role they may belong to, provided they have the appropriate security rights. Each workflow role has a worklist. Select a workflow role from the **Select Worklist** drop-down list to display the role Worklist, which includes all of the work that has been assigned to the role. Users only see roles they have security access to in the drop-down list.

6.3. Workflow/Worklist Actions

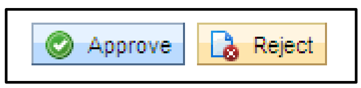
In order to better understand the workflow process, it is important to understand the actions that can be taken on a document. There are different actions that can be performed, depending on where users are in AFIS, some of these actions overlap between areas. When reviewing the different workflow actions, some actions are only available to an approver based on their security authorization.

This topic will help differentiate between what actions can occur and where. The following three areas are discussed:

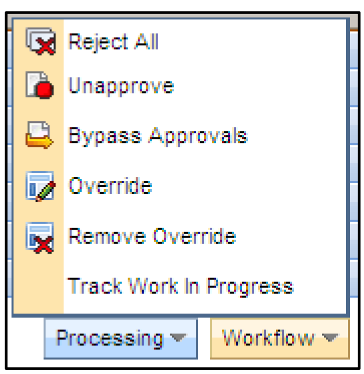
- Actions in a document
- Action Menu actions
- Worklist actions

Actions in a Document

After a user successfully validates a document (no errors prevent submission) and clicks **Submit**, if that document requires approvals, it will then be routed to workflow. Once it is assigned to a workflow, an approver may approve or reject a document, using the buttons at the bottom of a document page.



There are additional workflow actions available in the document, which are accessible from the Workflow menu located at the bottom of a document page. Click the **Workflow** button to display the workflow actions:



- **Reject All** – An administrative action that rejects the document completely out of workflow regardless of approval level or routing sequence level.
- **Unapprove** – Removes a previously applied approval from a document. Users may apply an Unapprove action only on a document on which an approve action has occurred, as opposed to a Reject action, which can be applied on a document at any approval level.

- **Bypass Approvals** – Available to authorized users only. Allows the document to process to Final without having to go through the approval process. The action can be applied from within the document or from the worklist.
- **Override** – Allows authorized users to finalize (override) documents that contain acceptable errors. This action is only available on Draft versions of documents.
- **Remove Override** – Allows authorized users to remove override approvals from documents with errors that have been previously approved. This action is only available on document drafts with overrides applied. The action can be invoked from the Document Catalog, workflow list or an open document.
- **Track Work in Progress** – A complete history of a document's lifecycle (document status, required document approval levels, approval actions performed, etc.).

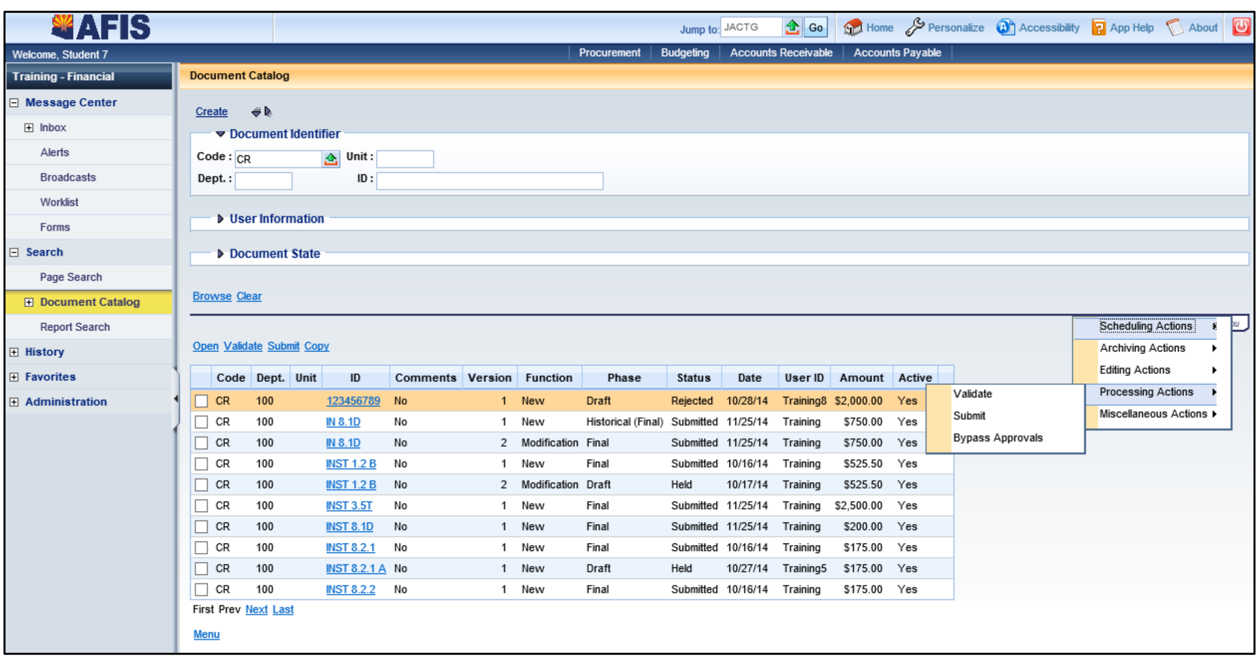
Action Menu Actions

There are two Action Menus available in AFIS:

- Document Catalog
- Worklist

Document Catalog Action Menu

The Document Catalog Action Menu appears in the center of the page on the right side of the Document Catalog. This menu allows a user with proper security to click **Bypass Approvals** from the Processing Actions link. This action pre-approves documents requiring approval before the document is submitted for processing. With approval bypassed, the document is accepted by the system once business rules are successfully applied.



The approver selects the check box next to the document(s) requiring bypass approvals before clicking the Bypass Approvals action.

Worklist Action Menu

The Action Menu from within the worklist contains several workflow actions. The Action Menu is located in the upper right corner of the Worklist page.

The Action Menu includes the following commands.

- **Approve** – Applies approval to the document being reviewed by the user. If further approval is required for the document it is sent to that level in the workflow.
- **Unapprove** – Removes a previously applied approval from a document.
- **Reject** – Rejects a document pending approval at the approver's level. This action routes the document back to the previous approver for reconsideration, if applicable.
- **Reject All** – An administrative action that rejects the document completely out of workflow regardless of approval level or routing sequence level.
- **Take Task** – Adds the document to the personal worklist.
- **Return Task** – Removes a document from the personal worklist and returns it to the role worklist. This action cannot be applied if any of the following actions were applied: Reassign, Manual Route, Reject, Unapprove or Recall.
- **Bypass Approvals** – Available to authorized users only. Allows the document to process to Final without having to go through the approval process. The action can be applied from within the document or from the worklist.
- **Track Works in Progress** – Displays a complete history of a document's lifecycle (document status, required document approval levels, approval actions performed, etc.).

Worklist Actions

The following unique actions are provided as links on the Worklist page:

- **Refresh** – Updates the worklist.
- **Recall** – Select this link to re-review any documents that you have approved on your worklist provided those documents are still in a Pending status, and your approval is the highest one that has been applied to the document. At this point, you may re-approve the document or perform a Reject action. The document must be submitted in order to move into Final status.

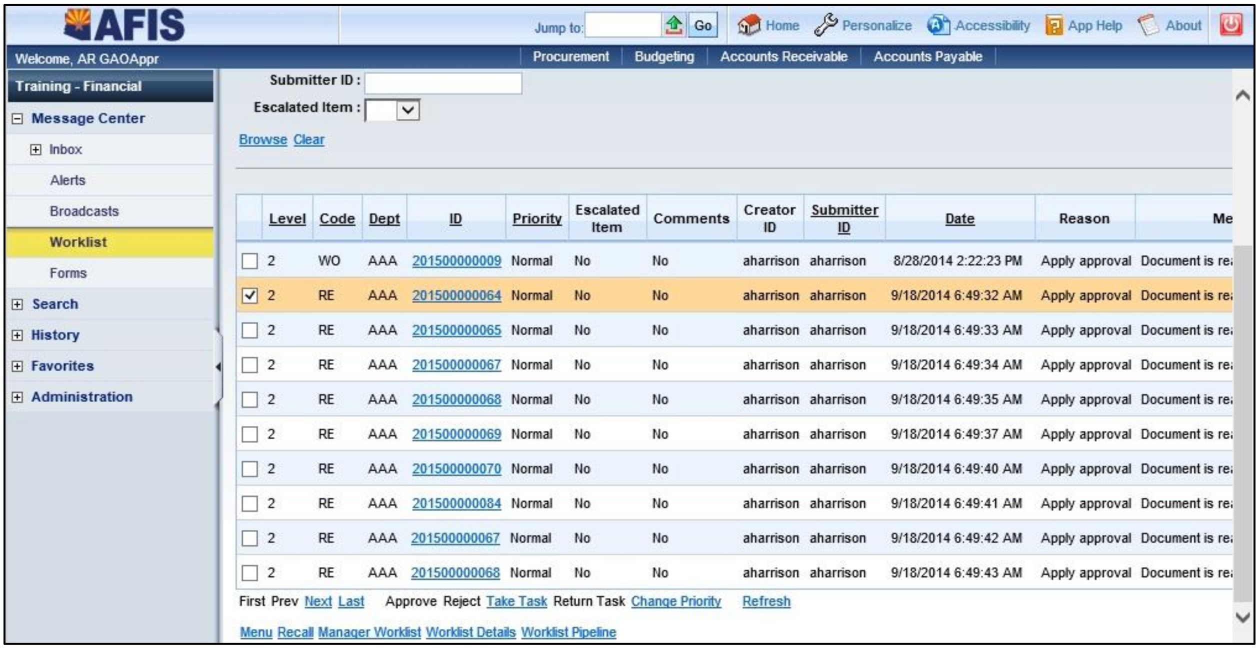
6.4. Approve a Document

A document may several (one or two) required approvals. Arizona has defined rules for requiring approval levels to a document.

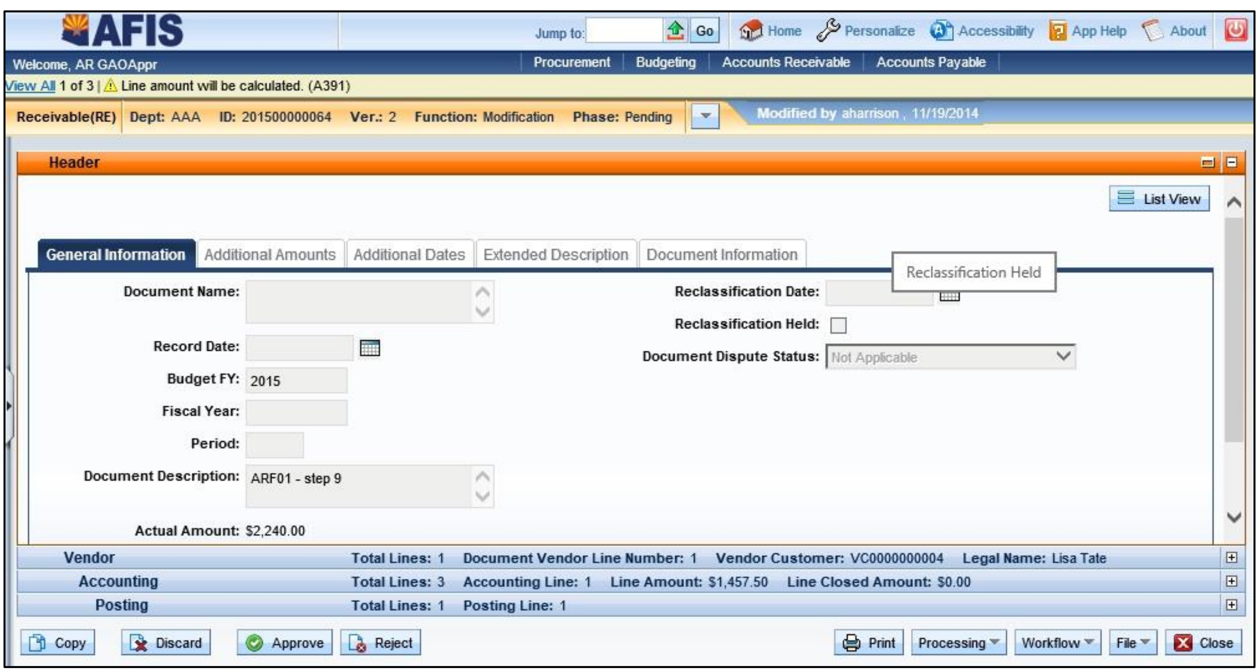
Authorized users can approve a document routed directly or to any approval roles assigned by either accessing the document or using the Action Menu from the Document Catalog or worklist.

Document Approval – Steps

1. A member user of an Approval Role selects the document checkbox and clicks the **Take Task** action to place the document from the Approval Role's worklist onto the user's personal worklist.



2. The approver then selects the link to the document on the worklist to open the document.
3. The user follows the business process in place to review all aspects and details of the document to determine whether the transaction should be approved or rejected.



4. The Approve action button at the bottom of the document is used to approve the transaction.

    - If this is the last approval needed to be applied to the document, the Approve action will:
        - Change the document's Phase from Pending to Final
        - Update all applicable tables, journals and inquiries
        - Update Workflow related inquiries, such as the Track Work In Progress inquiry
    - When another approval is required for the document, the Approve action will:
        - Retain the document's Phase of Pending
        - Not update any applicable tables, journals and inquiries other than Workflow related inquiries such as the Track Work In Progress inquiry
        - Place a link to the document in the worklist of the next Approval Role

ACTIVITY 6.4 - INSTRUCTOR LEAD ACTIVITY (SHOW AND TELL)

Approve a Document

Scenario

A Cash Receipt (CR) document has been routed to you for approval. The CR document requires two levels of approval. Review and approve the document using your worklist.

Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Access your worklist.

1. In the Secondary Navigation Panel, click **Message Center**.
2. Click **Worklist**. The worklist opens.
3. From the Select Worklist drop-down, select **the data from *your student data card***.

B. Locate the document to be approved.

1. In the **Code** field, enter ***CR***.
2. In the **Dept** field, enter **the data from *your student data card***.
3. In the **ID** field, enter **the data from *your student data card***.
4. Click **Browse**. The matching document is displayed.

C. Take the approval task for the CR.

1. Click the check box for the CR line.
2. Click **Take Task**. The document is no longer listed.

D. Open your worklist and open the CR document.

1. From the **Select Worklist** drop-down, select the worklist that corresponds to your **Training User ID**. The CR document appears in the worklist.
2. Click the link in the **ID** column to open the document. The CR document opens.

E. Review and approve the document.

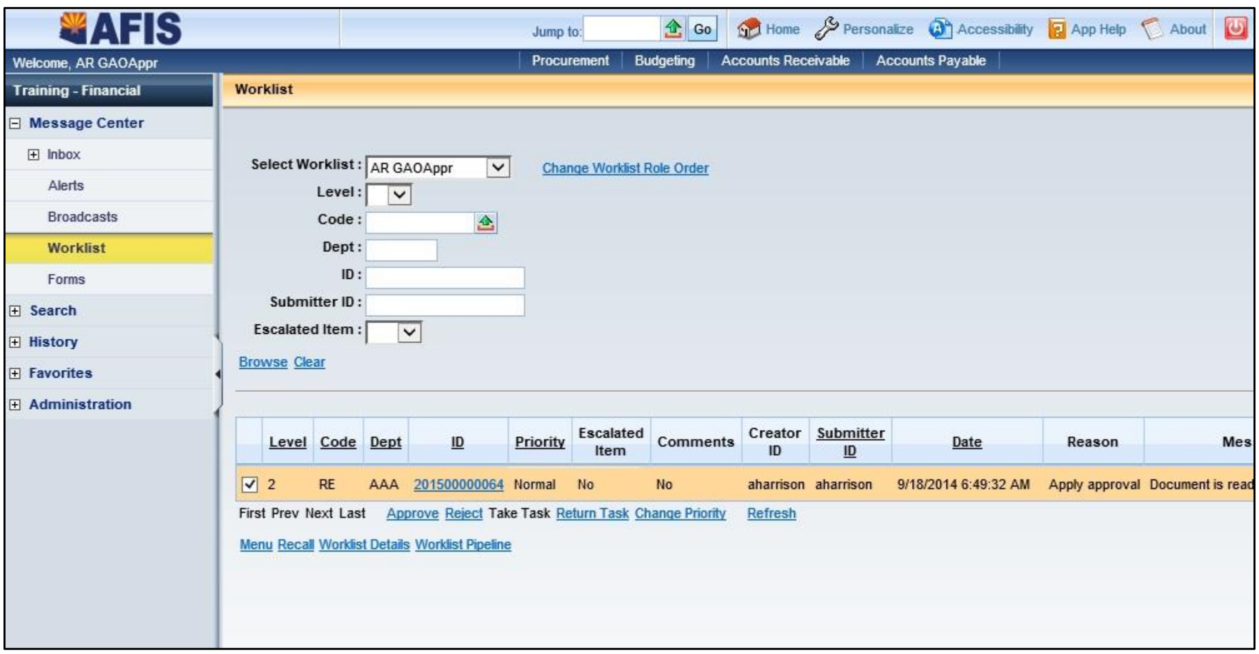
1. Review the information on the document.
2. Click **Approve**. The Document Comments page opens and the message “**Approve action completed**” appears.
3. Click **Back** to return to the document.
4. Click **Workflow**.
5. Click **Track Work in Progress**. The Track Work in Progress page for the CR opens.

6. Verify that the first level of approval has been applied successfully and the document is now pending the second level of approval.
7. Click **Back** to return to the document.
8. Click **Close** to return to the worklist.
9. Click **Home**.

Release Work Items

Work items (documents) originally assigned to a workflow role and then taken by a user may become dormant in that user's worklist. An example of this would be a user taking a task but not completing it before going on vacation. If the user has left a document in his or her personal worklist, no other users can approve or reject that document.

Approvers with appropriate security may use the Return Task action to return the document to the worklist role for reassignment or for another approver to take the document.



Approvers with appropriate security also have the capability of approving or rejecting a document from within their worklist, even though the document resides in a user's worklist. By doing so, this also releases the document from the user's worklist. In this case, the document follows normal workflow rules; if the document has been approved, it goes to the next approval level or is submitted to Final. If the document has been rejected, it goes back to the previous approval level or the submitter.

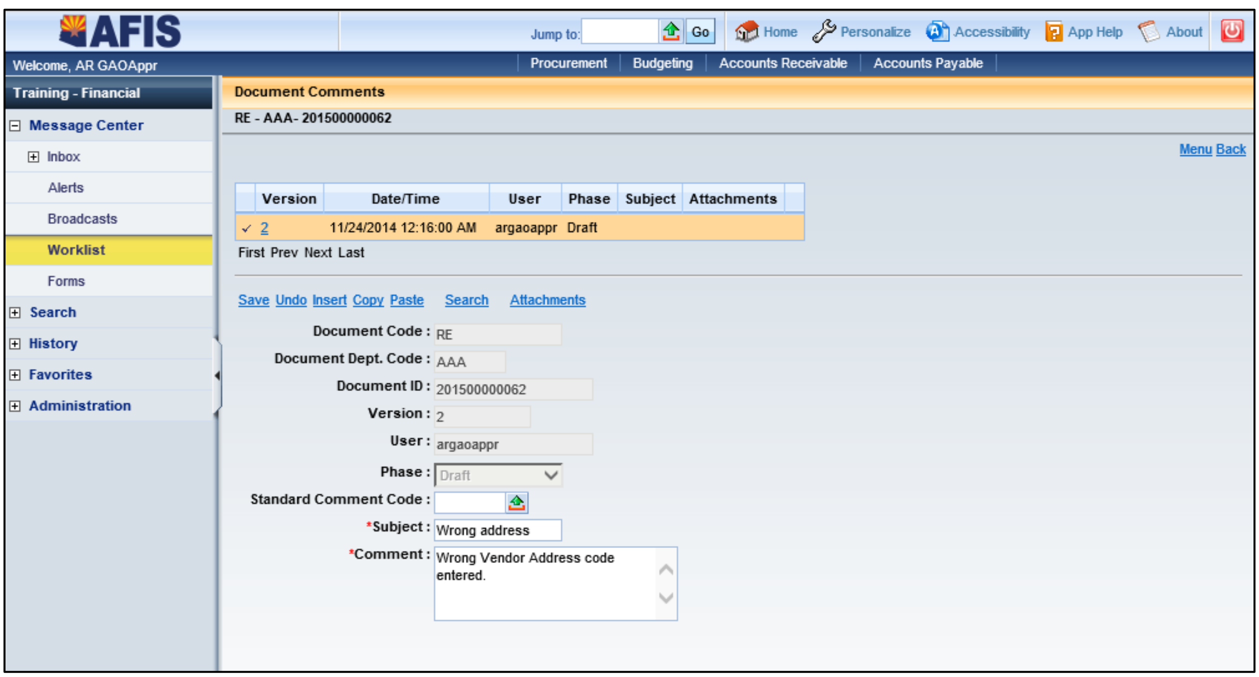
6.5. Reject a Document with Comments

Rejecting a document can occur from inside a document, the Action Menu or from within a worklist. When accessing the document from a worklist, the Reject action button, located beside the Approve action button, is used to reject the transaction. When the Reject action button is selected, the authorized user should create a Document Comment to explain the reasons for rejecting the document.

When a document is rejected, two things can happen based on where in the approval process the document is.

- If a prior approval action was applied to the document, using the Reject action will:
  - Retain the document's Phase of Pending
  - Place the document in the worklist of the user who applied the prior Approval action
  - Update Workflow related inquiries such as the Track Work In Progress
- If this is the first approval action applied to the document, using the Reject action will:
  - Change the document's Phase from Pending to Draft
  - Place the document in the worklist of the user who applied the Submit action to the document

When rejecting a document, the approver is directed to the Document Comments page. On this page, the approver can use the Insert and Save links to add and save comments to the document.



ACTIVITY 6.5 - INSTRUCTOR LEAD ACTIVITY (SHOW AND TELL)

Reject a Document with Comments

Scenario

A Cash Receipt (CR) document has been routed to you for approval. After reviewing the document you determine that it should be rejected as it uses an incorrect object code. Use your worklist to locate and reject the document with comments.

Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Access your worklist.

1. In the Secondary Navigation Panel, click **Message Center**.
2. Click **Worklist**. The Worklist opens.
3. From the **Select Worklist** drop-down, select **the data from *your student data card***.

B. Locate the document to be approved.

1. In the **Code** field, enter ***CR***.
2. In the **Dept** field, enter ***your student data card***.
3. In the **ID** field, enter ***your student data card***.
4. Click **Browse**. The matching document is displayed.

C. Take the approval task for the CR.

1. Click the check box for the CR line.
2. Click **Take Task**. The document is no longer listed.

D. Open your worklist and open the CR document.

1. From the **Select Worklist** drop-down, select the worklist that corresponds to your ***Training User ID***. The CR document appears in the worklist.
2. Click the link in the **ID** column to open the document. The CR document opens.

E. Review and reject the document.

1. Review the information on the document.

2. Click **Reject.** The Document Comments page opens and a "**Reject action completed**" message is displayed.

F. Enter comments and close the document.

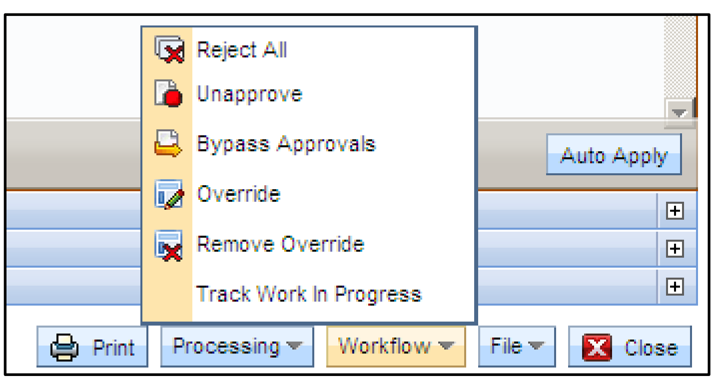
1. Click **Insert**.
2. In the **Subject** field, enter ***Incorrect Obj Code***.
3. In the **Comment** field, enter ***Please correct the object code and resubmit***.
4. Click **Save**.
5. Click **Back** to return to the document.
6. Verify that **Document Comments** appears in the header of the document.
7. Click **Close** to return to the worklist.
8. Click **Home**.

6.6. Track Work in Progress

The approver can track the document history, using the Track Work In Progress function. Track Work in Progress displays where the document is located in the approval workflow process, and can be used by any user with access to the document.

On the Track Work in Progress page, the user can review the document status, see what approval actions have been performed, determine the number of required document approval levels, and see the names of the approvers.

To access the Track Work in Progress page, open the document and click the **Workflow** menu at the bottom of the page, and then click **Track Work in Progress**.



To display additional information, click the **View Log** link. The Track Work In Progress Log is displayed. Click the **Back** link that is located in the upper right corner of the screen to go back to the Track Work in Progress page, then click the **Back** link again to return to the document.

Lesson Summary

In this lesson, you:

- Reviewed general workflow roles
- Accessed your personal worklist
- Accessed other roles' worklists
- Identified workflow actions
- Approved a document
- Rejected a document with comments
- Tracked document status

Check Your Progress

1. It is possible to approve a document from:
    a. The worklist
    b. Inside the document
    c. The action menu
    d. All of the above
2. Approvers can approve or reject documents directly from the department worklist.
    a. True
    b. False
3. How often should you review your worklist?
    a. At least daily
    b. Weekly
    c. Monthly
    d. Never
4. To review and correct rejected documents, the submitter should __________________.
    a. Use the Document Catalog to look up documents with their Create User ID and a Status of Rejected, make the corrections, and re-submit the document.
    b. Access the rejected document while working their worklist, review the comments, make the corrections, and re-submit the document.
5. On the Track Work in Progress page, the user can only review the document status and see what approval actions have been performed.
    a. True
    b. False

7. Business Intelligence

Learning Objectives

In this lesson, you will:

- Access and navigate in Business Intelligence
- Execute a report using prompts
- Save a Business Intelligence report as a PDF
- Print a report from Business Intelligence
- Review the purpose of Business Intelligence Dashboards

Lesson Overview

The AFIS Business Intelligence (BI) portal is a web application that allows users to access and execute Web Intelligence reports, as well as interact with dashboards. This section provides a high-level overview of the AFIS BI portal. Users are given step-by-step directions on how to access and navigate the BI portal, find reports and dashboards, and interact with those tools and documents.

The portal is an integrated analytics solution that provides insight into the State's data for the Budget Development, Financial, Human Resource, and Payroll applications. In addition, AFIS BI has capabilities that can be extended cross-application for enterprise reporting and business intelligence.

7.1. Business Intelligence Overview

Some of the features of the BI portal include:

- The Business Intelligence link provides access to the web-based reporting tool.
- A separate sign-on is not needed.
- The financial information within Business Intelligence is updated nightly, after the online business day.
- Departments can download reports to PDF, comma-delimited files, or into Excel format for easy data filtering to fit specific department needs.
- Users can access reports online, save, or print reports locally.
- Security roles determine what the user has access to and what they have permission to see.
- Based on security, when a report is executed, the user only sees data that is applicable to their role in the reports.

Access and Navigate in the Business Intelligence Portal

The AFIS BI Portal provides a single point of entry for reporting. BI reports are stored in the Document List, a folder structure that reflects various functional areas, and which also works in a similar way to Windows Explorer. Click the Business Intelligence link to access the BI Portal. The link is only visible to authorized users of Business Intelligence, based on the access profile or user role.

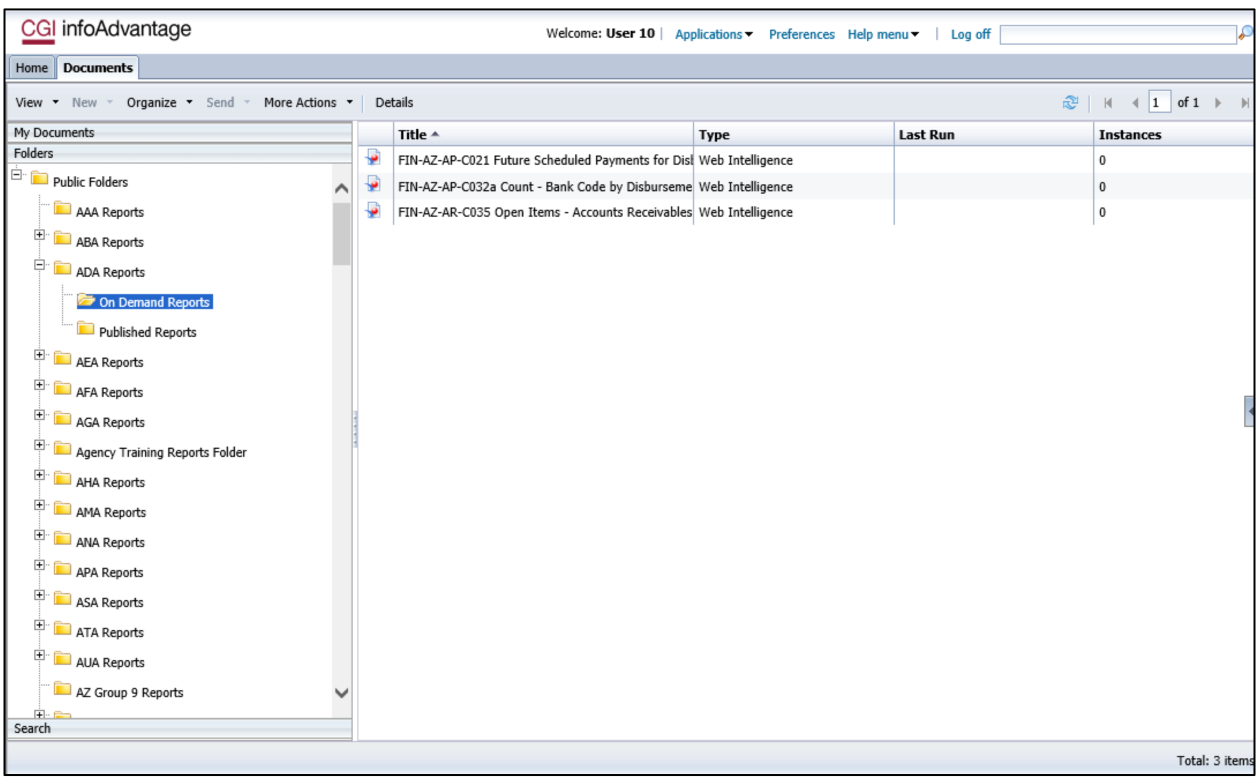
There are two ways to find reports in the BI portal:

- Folder Structure
- Search title tool

Folder Structure

Look through the folder structure to find the specific report in a folder.

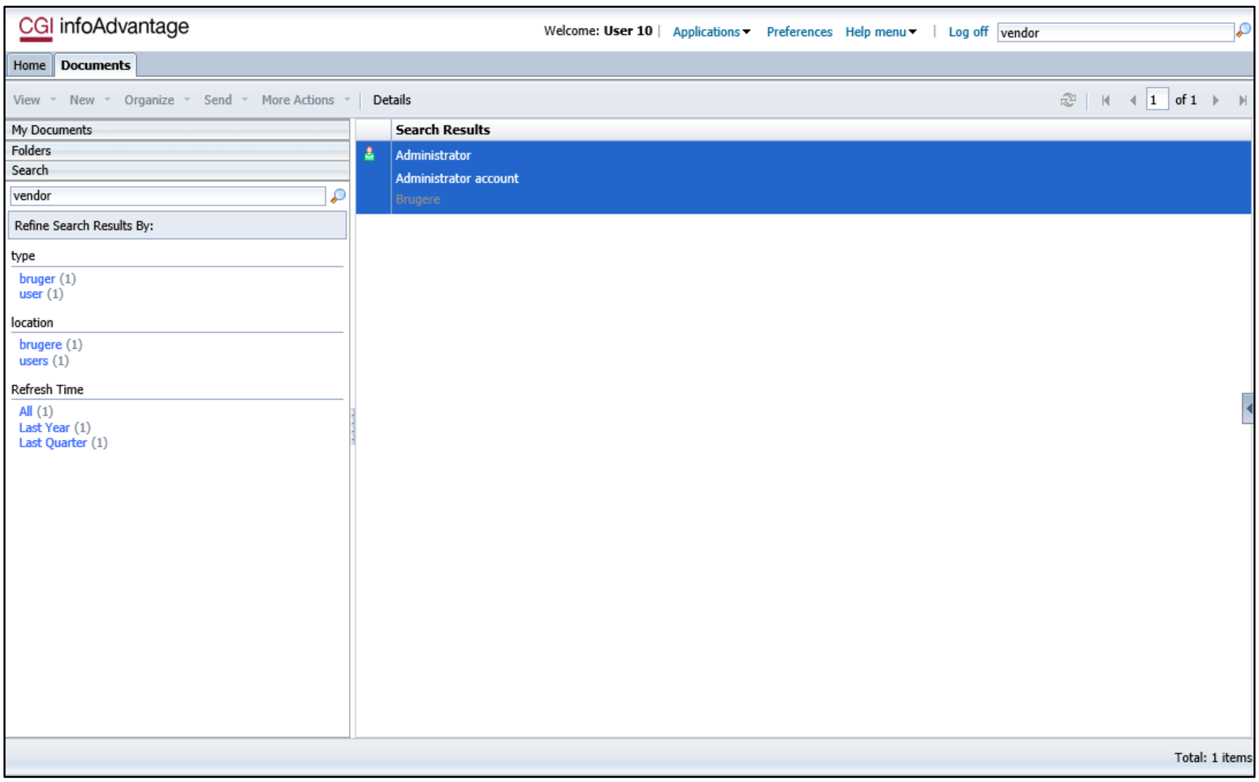
1. Click the **Document List** link in the Navigation section or the button at the top of the page.
2. Click on the plus sign (**+**) next to Public Folders to display the contents of the folder on the right.
3. Click on the plus sign (**+**) next to AFIS to view the report folders by functional area.
4. Click the desired functional area folder to view the reports on the right.
5. Click the desired report.
6. Enter the required and optional prompts to generate the report.



Search Title Tool

The Search title function enables users to find a report without knowing the folder location. If a word or phrase in the title of the report is known, use the Search Title tool to locate it, rather than clicking through the folders.

1. Click the **Document List** link in the Navigation section or the button at the top of the page.
2. In the **Search title** field at the top of the page, enter a search word or phrase. For example, vendor.
3. Click the **magnifying glass** next to the field to execute the search.
4. Double click the **report name** from the results that are displayed in the panel on the right.



Header Panel

The Business Intelligence screens have a Header Panel that remains available in all views. The following buttons can be accessed anywhere in Business Intelligence from the Header Panel:

- **Home** – Returns to the Business Intelligence Home page
- **Document List** – Displays the document list screen, with the top level folder structure
- **Open** – Use to execute a report
- **Send To** – Use to email the report
- **Dashboards** – Displays a list of Dashboards the User ID has access to
- **Preference** – Opens a new window allowing users to establish preferences

- **Help** – Opens a separate window to access the Help contents
- **About** – Displays the version number of the Business Intelligence application
- **Log Out** – Logs out and closes the Business Intelligence window

Report Prompts

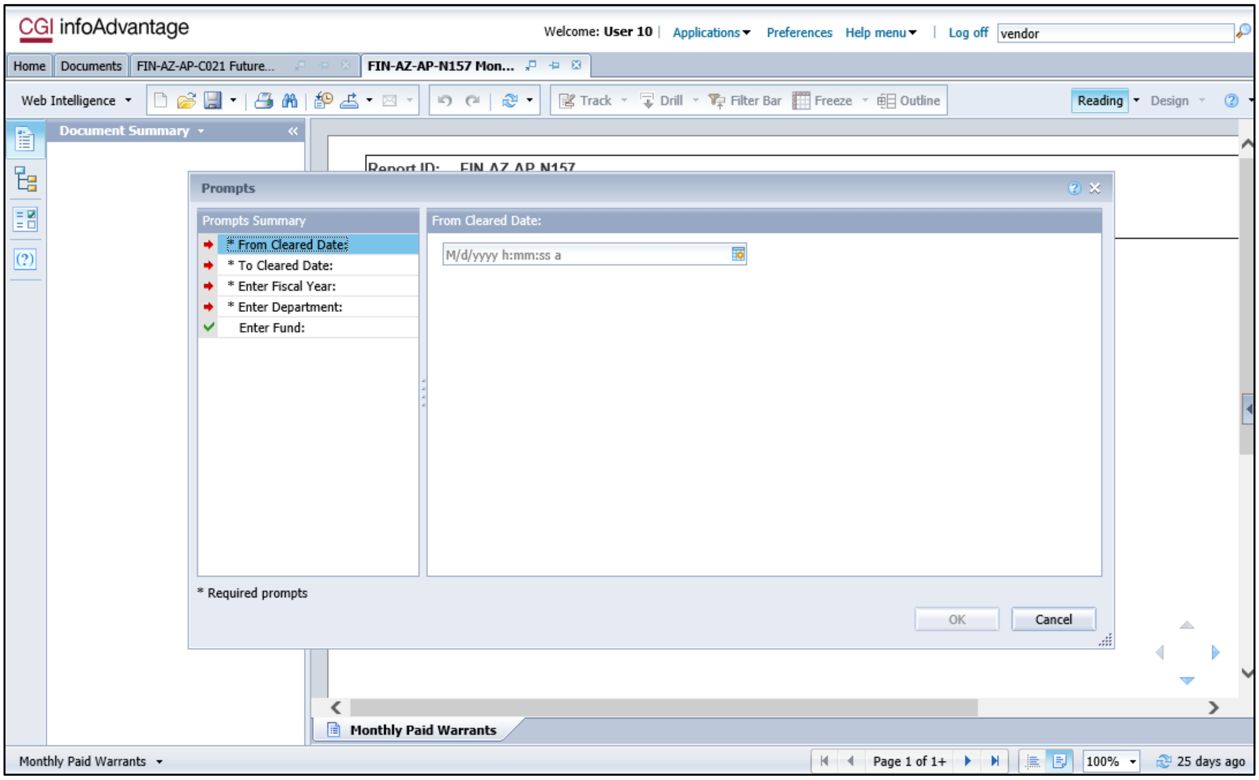
Business Intelligence reports are built with prompts or parameters that are reviewed and updated by users, prior to executing the report. A Prompt enables users to filter the data that populates the report. Report results are automatically filtered, based on the user's security; although, the user can also filter the report results using Prompts.

Required prompts need to be populated in order to execute a report. Optional prompts are not required but can be used to filter report results. The prompts that are available depend upon which report is selected. At least one value must be entered in a required prompt, however, an optional prompt can be left blank to see all the values associated to the prompted object. Certain elements, such as Department, may be restricted so the report can only display the data for departments the user has access to.

Prompts must be entered using the correct format. Error messages do not always display when an invalid value is entered. However, the report will be empty when the query is run and Business Intelligence will display the message No Records Found. If this message appears after running a report query, check the values entered into the prompt fields. The Prompts portion of the screen lists the field values that may be provided before running a query.

Filter a Report

Prompts can be entered, using either the User Prompt Input panel or with the Prompts pop-up window. Required prompts are marked with a red arrow. Completed prompts are marked with a green checkmark.



Refresh All/Refresh Data

To access the Prompts pop-up window:

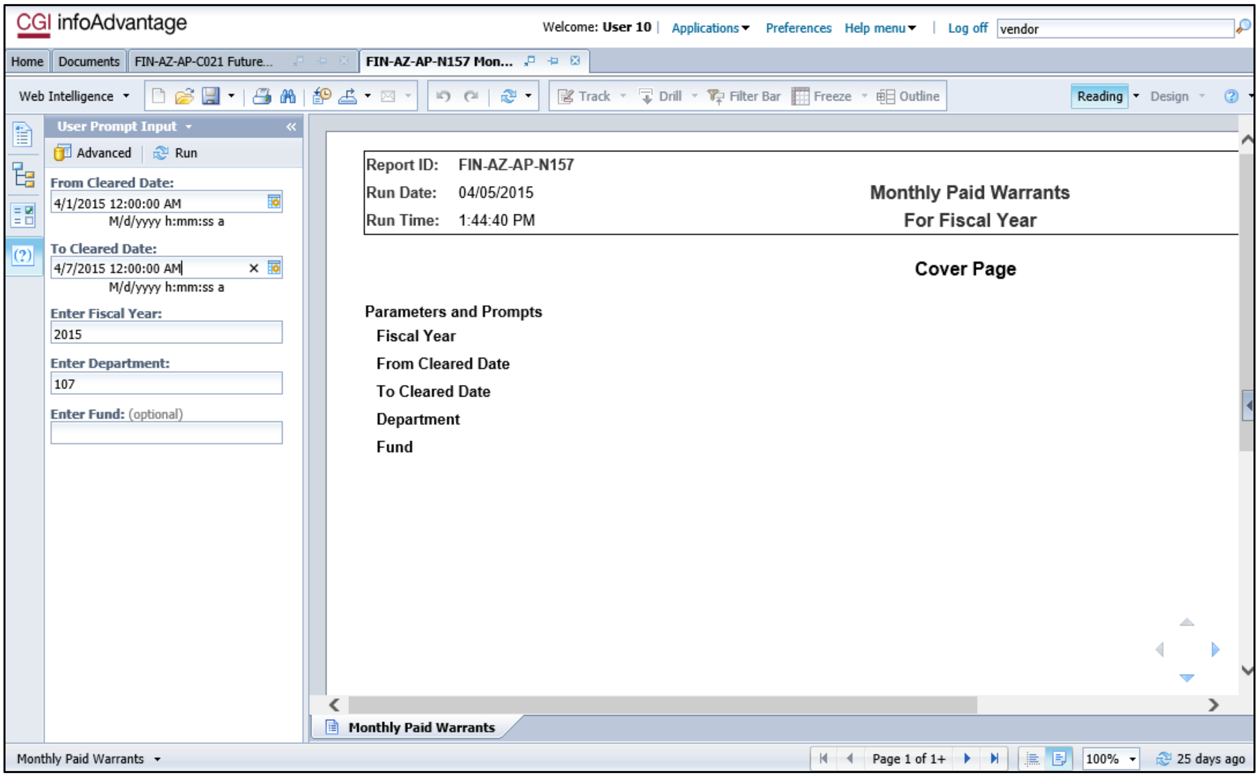
1. Click the **Refresh All** or **Refresh Data** button. The button name changes based on how many queries are associated with a report. Users have the option to refresh one query or refresh all of them.
   - When one query is associated with the report the button will be displayed as **Refresh Data**.
   - When more than one query is associated with a report the button will be displayed as **Refresh All**.
2. The Prompts pop-up window opens with a list of prompts to be filled in. Once the required prompts are populated the Run Query button becomes active.
3. Click the **Run Query** button to execute the report.

The Prompt pop-up window allows users to search for prompt values if they are not known. Enter data in the **Enter your search pattern here** field and click the **Binoculars** icon to display the search results in the box above the search field. Select the desired values, and click the **>** button to add the prompt.

User Prompt Input

The User Prompt Input window does not have a search feature; therefore, users must know the value of the desired prompts. To access the User Prompt Input window:

1. Expand the Left pane.
2. Click the **User Prompt Input** button in the left pane.
3. Enter the prompts.



4. Click the **Run** button at the top to execute the report.

Report Structure

A report is initially displayed in HTML view, unless you change the preferences. The first page is the Cover Page and displays the following information:

- **Report ID** – Unique number assigned to the report
- **Run Date and Time** – Date stamp when the report was generated
- **Report Title** – Full name of the report
- **Prompts and Parameters** – Lists the query parameters that were entered in the Prompts, or the type of query if there were no prompts
- **Report Description** – Detailed description of the report

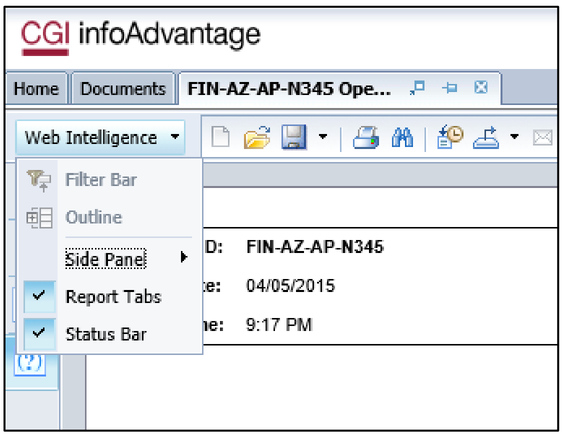
The second page contains the beginning of the report data. When a report contains multiple pages, use the following tools to navigate through the report pages and locate specific data.

Page Numbers

Enter a specific page number into the page field located on the Report toolbar, then press **Enter** on the keyboard to go to a specific page. Click the **arrow keys** on either side of the page number to page forward or backward through the report pages.

View

Change the view of the report with the **View** button commands. Change to Quick Display Mode, Page Mode, Draft Mode, or PDF Mode. Use the **Left Panel** or **Status Bar** commands to hide or show those controls in the report. Use **Fold/Unfold** to show or hide sections of a report.



Find Data

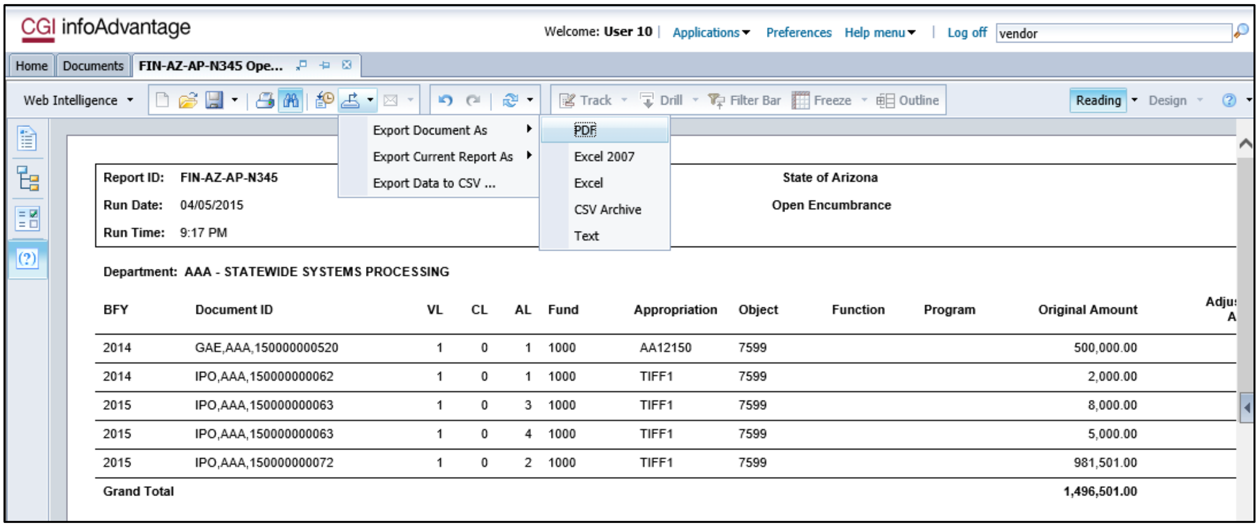
Use the **Find** tool (Binoculars icon) to search for a word or phrase in the report results. Click the **binoculars** button, key in a word or phrase, and then press **Enter** on the keyboard. The page containing the word or phrase is displayed, with the first instance of the word or phrase highlighted. Click **Find Next** to go to the next instance of the word or phrase, if it exists more than once in the report.

Save Reports

Report files can be saved in Excel, PDF, Text, or CSV (comma separated values) formats to the user's local machine. To save a report click the **Document** button and identify how the report should be saved. The options include:

- **Save to my computer as** – Saves all formats from all the tabs, not just the one currently selected. If there is a lot of data, this can be time consuming to remove the data that is not needed. Options include Excel, PDF, CSV, or CSV (with options).

- **Save report to my computer as** – Saves only the data and format on the currently selected tab to your computer, requiring less time. Options include Excel, PDF, or Text.



Print Reports

Reports can be printed in PDF mode. Click the **Export to PDF for printing** button to print the report.

From the PDF Report mode, click the **Print** button on the left side of the PDF toolbar, and then click **OK** to send the report to the printer.

Click **View in HTML** to return to the BI report results. 

ACTIVITY 7.1 - INSTRUCTOR LEAD ACTIVITY (SHOW AND TELL)

Access, Execute and Report the Outstanding Checks Report

Scenario

You need to execute the Outstanding Checks Report to review the outstanding checks for your department. Access the report, and then enter the provided prompts to filter the report.

Setup

✓ Pop-up blocker is disabled (Tools → Pop-up Blocker → Turn Off Pop-up Blocker)

Steps

A. Access infoAdvantage Portal in Advantage and open the Daily Cash Report.

1. Log into Advantage.
2. Search for the infoAdvantage Portal Page, by typing in info and hitting enter.
3. Select **infoAdvantage 3.10.1 Portal.**
4. On the infoAdvantage Home Page Header click **Documents** tab.
5. Select **Folders** section at the bottom.

Screen Shot

6. In the Tree Panel, click the **Expand** button (**+**) to the left of Public Folders.
7. Click the **Expand** button (**+**) to the left of the UAT Financial Reports folder.
8. Click the **Group 4 Reports - CGI** folder. The reports are listed in the Details Panel on the right.

B. Execute the Expenditure Analysis Report.

1. Double-click the **FIN-AZ-GL-N212 Daily Cash Report** to open it.
2. The cover page of the Daily Cash Report is displayed. Make sure you are seeing HTML View by clicking on the **Reading** option on the top right corner.
3. Click the **Refresh** button on the top middle ribbon bar. The Prompts window opens for updating report parameters.

C. Enter the prompts.

1. Enter Fiscal Year: **2015**
2. Leave Enter Fund(s) blank
3. Click **OK**
4. HTML Version of the report is displayed. Click the **>** at the bottom Page scroll field to scroll to the remaining pages of the report.

D. Export the Daily Cash Report.

1. Click the **Export** button on the top ribbon bar and select **Export Current Report As Excel**. Other options are PDF, Excel 2007, CSV Archive and Text

2. Click on the **File** button in the top ribbon bar, click the **Save** button.
3. Click the **Save As** option, select the ***desired local folder*** and click **Save**.

E. Log out of infoAdvantage

1. Click the **Logoff** option in the top right corner in infoAdvantage .

7.2. Utilizing Dashboards

Dashboards can be accessed through the Business Intelligence (BI) portal. A BI Dashboard enables users to visualize critical key performance metrics and provides report data in a graphical format. It also provides strategic insight into business operations. Dashboards are designed around a common repository and utilize Business Objects to provide the interactive Dashboard Analytics. Access to Dashboards in BI are determined by User ID and security setup.

Lesson Summary

In this lesson, you:

- Accessed and navigated in Business Intelligence
- Executed a report using prompts
- Saved a Business Intelligence report as a PDF
- Printed a report from Business Intelligence
- Reviewed the purpose of Business Intelligence Dashboards

Check Your Progress

1. You need a separate sign-on to log into Business Intelligence.
    a. True
    b. False
2. Reports that will return large amounts of data run more quickly in the HTML view.
    a. True
    b. False
3. The financial information within Business Intelligence is updated real-time.
    a. True
    b. False
4. Use __________ to restrict the amounts of data that populate your reports.
    a. Filters
    b. Find
    c. Prompts
5. You cannot change how you view the report once it is created.
    a. True
    b. False
6. You must look through the folder structure to find a specific report.
    a. True
    b. False
7. These items are included in the report Cover Page.
    a. Report ID, Run Date and Time, Report Title, Accounting Period and Prompts and Parameters.
    b. Report Name and the Run Date and Time
    c. Report Name, Run Date and Time, Accounting Period and Prompts and Parameters.

Appendix

ANSWER KEYS

Below are answer keys to the Check Your Progress quizzes provided at the end of each lesson.

Lesson 1

1. b. Reference Pages. These tables are used to define document processing rules, system options, security, batch defaults, and valid values (often called codes) that can be used on documents as well as other user-maintained pages. Refer to section 1.2 Page Types for more information.
2. a. Documents. Only Documents can be workflowed for approval. Refer to section 1.2 Page Types for more information.
3. c. Inquiry Pages. Inquiry Pages are general for viewing data only. Users generally cannot modify data on these pages. Refer to section 1.2 Page Types for more information.
4. b. False. All types of financial and budgeting transactions use the same set of valid codes. Refer to section 1.3 Chart of Accounts Elements for more information.
5. a. True. When a transaction is edited for budget availability the transaction will reject, if budget is not available at the Central Appropriations level. Refer to section 1.4 Budget Control Overview for more information.
6. b. False. Roll ups (hierarchies) in AFIS are optional and do not affect processing. AFIS uses Roll ups (hierarchies) to make reports and online queries more meaningful in how they are organized. Refer to section 1.3 Chart of Accounts Elements for more information.

Lesson 2

1. c. Jump to. Refer to 2.2 Home Page and Navigation Panels for more information.
2. a. PickList. Refer to 2.3 Navigation Tools for more information.
3. b. False. You can also access Page Help and Field Help through the right-click menu.
4. a. True. Refer to section 2.2 Home Page and Navigation Panels for more information.
5. a. Page Help. Refer to section 2.5 Right-Click Commands for more information
6. b. False. The Personalization page in AFIS allows you to modify your Home Page and Favorites. Refer to section 2.6 Personalize AFIS for more information.

Lesson 3

1. b. False. The Undo function does not restore deleted records. See Section 3.1 Reference Tables for more information.
2. b. Document Catalog. See Section 3.1 Reference Tables for more information
3. b. False. Some tables are maintained automatically by the system. Other tables can be maintained by authorized users. See Section 3.1 Reference Tables for more information
4. a. True. Inquiry tables are system-maintained and cannot be used to update the information in the database. See Section 3.2 Inquiry Pages for more information

5. a. Sort, drill down, search and browse. See Section 3.2 Inquiry Pages for more information

Lesson 4

1. c. Pending. See Section 4.1 Lifecycle of a Document
2. a. True. When a document has been submitted, it is tentatively accepted subject to approval rules and the funds are reserved to assure availability upon final acceptance. See Section 4.1 Lifecycle of a Document
3. c. Error. The phase of the document remains at the Draft phase until the user fixes the document. See Section 4.8 View and Correct Document Errors
4. b. False. There are several ways to create a document: Document Catalog, Copy from an existing document, Copy Forward, Document Template, or Future Document Triggering. See Sections 4.4, 4.5, 4.6, and 4.7
5. b. False. The Copy Forward feature enables a user to copy pertinent information from an existing document into a new document type, in order to reference or liquidate the source document. See Section 4.6 Copy Forward for more information.
6. a. Maximize/Restore. To hide the section headers click the Maximize/Restore button. To view the section headers again, click the Maximize/Restore button again. See Section 4.3 Document Layout and Features

Lesson 5

7. a. True.

Lesson 6

1. d. All of the above. See Section 6.4 Approve a Document
2. b. False. To approve or reject a document in the department Worklist, the reviewer must first select the document and click Take Task to move it to his or her personal Worklist. See Section 6.1 Workflow Roles for more information
3. a. At least daily. Your worklist should be reviewed daily or more often if required by your department. See Section 6.2 Access the Worklist for more information
4. b. The submitter can access the rejected document while working their worklist, review the comments, make the corrections, and re-submit the document. See Section 6.5 Reject a Document with Comments
5. b. False. On the Track Work in Progress page, the user can review the document status, see what approval actions have been performed, ascertain the number of required document approval levels, and see the names of the approvers. See Section 6.6 Track Work in Progress

Lesson 7

1. b. False. You do not need a separate sign-on. See Section 7.1 Business Intelligence Overview
2. a. True.
3. b. False. The financial information within Business Intelligence is updated nightly, after the online business day. See Section 7.1 Business Intelligence Overview

4. c. Prompts. See Section 7.1 Business Intelligence Overview – Report Prompts
5. b. False. You can change how you view the report with the View button options. See Section 7.1 Business Intelligence Overview - Report Structure - View
6. b. False. The Search title function enables you to find a report without knowing the folder location. See Section 7.1 Business Intelligence Overview – Search Title Tool
7. a. Report ID, Run Date and Time, Report Title, Accounting Period, and Prompts and Parameters. See Section 7.1 Business Intelligence Overview – Report Structure